PURPOSE: The coordinator works directly with students who need assistance in academic subjects, adult literacy, GED preparation, vocational basic skills and study skills. This person supervises the peer tutors and ASC lab assistant.

RESPONSIBILITIES:

- Coordinate all instructional activities in the Center (DSE, TASP tutorials and all tutoring)
- Supervise the instruction of ABE/GED/ESL students and maintain records that can be used for reporting purposes.
- Facilitate study group sessions and/or tutor students as the need arises.
- Conduct or arrange study skill sessions on a periodic basis.
- Publicize the services and programs of the Academic Skills Center.
- Supervise the tutorial program by hiring, scheduling and training peer tutors and by monitoring the students’ satisfaction of services.
- Prepare monthly reports for the Academic Skills Center.
- Train instructors, tutors, and students on the usage of the computer and video-based instructional systems in the Center.
- Assist in training and in helping tutors receive certification through the National Tutorial Certification Program.
- Coordinate the administration of standardized tests for the faculty upon request.
- Oversee the maintenance and repairs of equipment in the center.
- Oversee the Carl Perkins Tutorial Program for vocational students and work actively to recruit those students.
- Participate in professional development activities.
- Supervise the enrollment, assessment, and placement of students in proper program services.
- Establish effective communication with faculty and consult with them regularly on ways to meet the special learning needs of students.
- Maintain attendance records for the various programs of the ASC.
- Establish rapport with students by promoting a friendly and caring atmosphere in the ASC.
- Maintain open communication with PASS program director/coordinator
- Perform other duties as assigned by the Director of Developmental Education.
POSITION QUALIFICATIONS:

- Basic knowledge of teaching techniques and student learning styles
- Coordinate multiple projects simultaneously
- Positive interaction with students and instructors, as well as various administrative college personnel to create a full, balanced developmental studies and academic support program. Problem-solving and major decisions are made in collaboration with the Director of Developmental Education
- Administer grant-approved goals, objectives, and activities and to interpret and follow contract policies and procedures is required
- Good oral and written communication skill
- Original thinking and creativity
- Ability to supervise tutors, instructional aides, and clerical assistants, and familiarity with basic bookkeeping and inventory procedures.

EDUCATIONAL QUALIFICATIONS:

Bachelor’s degree required. Master’s degree preferred. Two years of teaching experience.

SIGNATURES:

___________________________________________________  ____________________
Academic Skills Center Coordinator Date

___________________________________________________  ____________________
Director of Developmental Education Date

___________________________________________________  ____________________
Associate Vice-President of Instruction Date

___________________________________________________  ____________________
President Date

Job description developed: 1995
Reviewed: 8/2000, 8/2004
Revised: 8/2004, 2010
Prepared by: Marguerite Eversole, Judy Traylor