

Job Description/Title: Asst. Coordinator, Academic Support Center
Approved, Bargaining Unit President: Reclassification Committee 4/10
Approved, MPC Associate Dean, Human Resources: 4/2010
Board Approved: 7-30-2010

MONTEREY PENINSULA COLLEGE

ASSISTANT COORDINATOR, ACADEMIC SUPPORT CENTER

JOB SUMMARY

Under general supervision, assist faculty coordinator with coordination and organization of the Academic Support Center; assist students in the acquisition and reinforcement of specific math skills by providing supplemental instruction and tutoring services. Recruit, evaluate, supervise and monitor tutors. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied instructional support services, in a classroom environment to meet the needs of small groups or individual students.

EXAMPLES OF FUNCTIONS

Essential Functions

Assist the faculty coordinator in coordination and oversight of the Academic Support Center; support, implement, monitor and assist in evaluation of operational procedures and activities of the Center; assist in the design and oversee production of informational materials regarding the Center, including the tutoring handbook.

Recruit, supervise, evaluate and direct the day to day activities of the tutors; advise tutors with respect to appropriate student management including subject matter and study skills; coordinate with other college staff and faculty to provide tutoring to best meet individual students' needs; interview, assess specific tutoring needs and place students requesting tutorial assistance; match abilities and skills of tutors to needs of individual students to maximize student success; collaborate with tutors and tutees to determine scheduling preferences; adjust tutoring schedules, subjects covered and other activities as necessary to provide optimal and efficient tutorial service to students.

Disseminate program information regarding services and promote services to faculty, administrators, students and others; research and respond to inquiries and complaints.

Coordinate communications between students and tutors, faculty and between the Academic Support Center and college departments; research and respond to complaints; refer students to counselors and other college services as needed.

Update and maintain the Academic Support Center webpage.

Plan, organize, and assume responsibility for small groups of students in math, in cooperation with and by assignment from the program supervisor. Provide supplemental instruction to individual and/or group tutoring in math; attend assigned math courses to establish relationships with students. Attend math classes to assist with classroom assignments when requested by math faculty.

Maintain currency on new and different training practices and tutoring techniques; implement as appropriate.

Maintain required records of student progress and review with program supervisor as needed.

Confer with supervisor and/or instructors concerning programs and materials to meet student needs.

Participate in meetings related to the needs of students in the Academic Support Center.

Collect and evaluate data regarding students' progress; provide feedback to supervisor and faculty.

Assist in performing related tasks such as writing letters, taking attendance, and correcting/grading tests.

Serve as a resource person to teachers; recommend appropriate materials for subject area; share knowledge of particular subject area; use web based programs and internet search skills as appropriate.

Select, requisition and maintain an inventory of instructional supplies and materials; set up work areas and prepare materials and equipment needed; arrange for and operate special classroom equipment as needed.

Administer tests or assist students with self administered assessments; confer with instructors and supervisor as requested.

Develop creative methods and teaching techniques within the suggested framework of the supervisor/ within guidelines of program.

Keep routine records of the business of the program.

Other Duties

Serve on college committees as assigned.

Perform other related duties as assigned.

Attend staff development and in-service training programs as appropriate.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills, and abilities listed herein. For example, completion of two years of college level course work in mathematics with demonstrated specific knowledge and skills, and two years of recent experience in an instructional/tutorial role at a community college. Completion of third semester calculus and differential equations is desirable.

Knowledge

Knowledge of: the content of and instructional materials for mathematics courses from basic arithmetic through second semester calculus; math anxiety; training methods, tutoring/learning theory, learning styles, learning disabilities, and successful tutoring techniques, basic functions and procedures associated with a classroom environment including learning, motivation and perceptions; instructional materials and objectives used at specific levels; application of curriculum as it applies to individual differences; basic needs and requirements of students in mathematics; methodology for individualized instruction; basic clerical skills; word processing, spreadsheet programs, web based learning programs and internet search skills as needed to fulfill requirements of the job.

Abilities

Ability to: successfully assist students in the acquisition and reinforcement of skills in mathematics; successfully train and oversee tutors; deal effectively with a wide variety of personalities and situations requiring diplomacy, tact, friendliness, poise and firmness; interpret, apply, and explain rules, regulations, policies and procedures; demonstrate an understanding, patient and receptive attitude toward student learning; demonstrate required skills associated with the tasks of the job in assigned subject area; perform clerical tasks; use efficiently various types of office and classroom equipment; use web based learning programs and internet skills as needed; learn and successfully use new software programs as required; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters; work independently with little supervision; maintain confidentiality; use appropriate and correct English spelling, grammar and punctuation; communicate satisfactorily in both oral and written form; use accurately and efficiently word processing and spreadsheet programs as needed; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.