

APPENDIX D**TITLE: LEARNING ASSISTANCE AND TUTORIAL CENTER COORDINATOR**

DEFINITION: Under general direction of the Division Chair, supervises the instructional services of the Learning Assistance and Tutorial Center. The LATC is an instructional lab within the Communication Division.

EXAMPLES OF DUTIES: All duties that are supervisory in nature are incidental to the professional instructional duties listed within this job description. In cooperation with members of the department and other staff, and under the general supervision of the Division Chair, the LATC Coordinator shall ensure that the following duties and responsibilities are successfully achieved. (Duties of the incumbent in the classification are not limited to those listed. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.) Assignments may consist of one or more of the following:

Greater than 50% of assignment

- Direct instruction of students in the laboratory courses and in the tutorial center.

Less than 50% of assignment

- Facilitate the development of annual goals and objectives by the department and identify means for communication, implementation, and achievement of these goals. Provide an ongoing communication link with the department and the Division Chair.
- Maintain accurate class, department, and other records conforming with state requirements and stated district and college needs.
- Submit, when due, all necessary reports, such as attendance, grade reports, budget reports, rosters, class and office schedules.
- Participate in the Program Review and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
- Coordinate efforts of department/program faculty to complete Program Review and internal program evaluation and implement recommendations.
- Assist in the recruitment, hiring, orientation, and evaluation of full-time, associate, and substitute instructors and staff.
- Provide leadership in the preparation and updating of course outlines and catalog information. Assist in the development of curriculum/programs and the implementation of the curriculum approval process at the department level.

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- Prepare the class schedules for the department/program and assist the Division Chair in final preparation of the published schedule. If appropriate, plan and implement a WSCH/FTE Plan of Action for the department.
 - Assist in the preparation of the semester work schedule for faculty and staff.
 - Assist in the preparation and monitoring of all aspects of the department's budget and discuss periodically with the Division Chair.
 - As the instructor of record for LATC lab courses, act as a facilitator relative to student, staff, administrative, and public concerns and inform the Division Chair of the nature, status, and action taken. Report unlawful discrimination issues directly to the District's responsible officer.
 - Act as the first line of authority relative to student, staff, administrative, and public concerns and inform the Division Chair of the nature, status, and action taken. Report unlawful discrimination issues directly to the District's responsible officer.
 - Assist in the planning and preparation of department meetings.
 - Assist in implementing district policies appropriate to classified staff.
 - Establish and maintain a close liaison with appropriate campus departments to keep abreast of the instructional and educational needs, and coordinate the LATC program's efforts to meet those needs.
 - Represent the LATC, when necessary, at Board meetings and on district and college committees.
 - Work collaboratively with the Division Chair in administering College's/District's policies and procedures.
 - Work collaboratively with the Division Chair in the preparation and administration of annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.
 - Participate in preparation of state and federal grant applications.
 - Other duties as defined in consultation with the Division Chair and/or the department.

WORKING CONDITIONS: Duties are primarily performed in an instructional lab environment with constant movement within the lab areas assisting students. The incumbent is subject to frequent interruptions and contact in person and on the telephone with executive, management, supervisory, academic and classified staff, the Board of Trustees and the general public.

The working conditions described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: Typically must sit for long periods, use hands and fingers to operate an electronic keyboard, calculator or other office machines, see clearly to read normal and fine print, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person, reach with hands and arms, and regularly lift, carry and/or move objects weighing up to 10 pounds. Must be able to remember key information and concentrate for long periods of time.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the individual is regularly required to sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms.