

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEARNING SUPPORT SERVICES COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, the Coordinator for Learning Services Support is responsible for the operation of the Tutoring Center and Embedded Tutor program; performs a wide variety of functions with respect to tutoring services including developing and monitoring the Tutoring annual budget; supervising tutors; developing tutoring programs collaboratively with instructors; preparing reports on a regular basis and conferring with program participants.

REPRESENTATIVE DUTIES:

Coordinate embedded tutoring and tutoring services

Supervise and train student tutors in the operation of the tutorial center. Assure availability of necessary materials and maintain an appropriate learning environment; establish and monitor tutoring schedules to optimize tutor availability and student participation.

Establish tutorial program standards, policies and procedures; facilitate communications between counselors, student tutors, embedded tutors and instructors; discuss issues within the tutorial program and advise supervisor and staff concerning solutions

Recruit, screen, select, train, and assign tutors; verify student employment eligibility; coordinate with HR in student and embedded tutor employment; Process temporary employment agreements as necessary.

Communicate with counselors and various program managers in financial aid, Extended Opportunity Program & Services, Disabled Student Program & Services, student services and related areas to coordinate activities, maintain current knowledge of program and academic requirements, and resolve problems and issues

Provide information concerning Tutorial activities and services available. Process tutoring requests from students and faculty.

Prepare and maintain records of students tutored in all programs; tabulate and report time of students in special programs; monitor absences.

Prepare and maintain records related to program budgets; prepare funding reports and distribute as appropriate; prepare periodic and ad hoc reports to program participation and activities monitor and verify expenditures; analyze budget and make recommendations

Orientate new tutors concerning tutorial services program policies and procedures

Evaluate tutorial program activities on a periodic basis; solicit feedback, recommendations and evaluations from faculty; propose and implement changes to tutoring programs as needed

Prepare and submit payroll information to the Human Resources Office; Assist student tutors and embedded tutors in submission of time cards.

