

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: READING/WRITING LAB COORDINATOR

BASIC FUNCTION:

Under direction of the Area Administrator or assigned supervisor, plan, coordinate, supervise and evaluate operational procedures and activities of the Reading/Writing Lab; supervise and evaluate the performance of tutors; monitor program budgets and prepare required

READING/WRITING LAB COORDI

ABILITY TO: (continued)

Plan and organize work.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Work independently with little direction.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college-level training in social science, education or related field and two years of experience relating to students in an educational environment.

WORKING CONDITIONS: Duties are primarily performed in an indoor instructional learning laboratory environment.

PHYSICAL DEMANDS: Duties require the physical ability to see clearly to assist students or operate equipment, speak clearly and distinctly to provide information, hear and understand voices, stand and walk or sit for long periods of time, use hands and fingers to operate equipment, reach with hands and arms, lift, carry and move instructional materials weighing up to 25 pounds.