



Job Classification Description

LEARNING RESOURCE COORDINATOR/JSC VSC UP – PAT Bargaining Unit

**Grade 11
Exempt**

BASIC FUNCTION

To coordinate Tutoring Center services, and to serve as a learning disabilities counselor and academic advisor.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Coordinate Tutoring Center services: hire, train and supervise student tutors, as well as student managers and a scheduling coordinator; manage the physical facilities of the Center; meet regularly with tutors to assess effectiveness, assist with various tasks and problems, consult on individual tutoring cases, and the like.
- Provide special academic advising and counseling services for students with learning disabilities: assist students in selecting courses that will fulfill degree requirements but also be feasible for them to complete successfully; follow up with advisees on a continuing basis; arrange for tutoring in problem areas; maintain advising records.
- Serve as academic advisor for students identified as being at high risk for academic failure. Serve as liaison with faculty, assign academic support and emotional counseling services appropriate to students' needs, and so forth.
- Provide staff support to the PROVE program: recruit, hire and supervise instructional staff who provide tutoring and study skills assistance to participants; plan and conduct training sessions for instructors; coordinate special program activities for participants.
- Confer regularly with supervisor, other student services personnel and other college offices/personnel, as well as parents, community social service agencies and others outside the college to plan, coordinate and evaluate services/activities, exchange information, investigate and resolve problems, refer students for assistance, consult on specific cases, and so forth.
- Perform various administrative tasks associated with assigned functions, including preparation of activity and progress reports, evaluating programs, advertising programs and services, and the like.
- Keep abreast of current developments in the field.

SUPERVISION RECEIVED

General supervision is received from the Director of Special Services.

SUPERVISION EXERCISED

Partial functional and administrative supervision of 35 to 40 student tutors and other student staff.

MINIMUM QUALIFICATIONS

- Bachelors degree in education or counseling, with masters desirable, plus two to four years of relevant counseling experience in special education, adult education or other appropriate field, or a combination of education and experience from which comparable knowledge and skills are acquired. Broad base of knowledge and skills related to educational programs and approaches for people with learning disabilities.
- Excellent advising and counseling skills pertinent to young adult and adult college students.
- Good planning, administrative, organizational, and supervisory skills.
- Ability to deal effectively with a wide range of college personnel as well as community service agencies and others outside the college in carrying out the various coordinating, liaison and advocacy aspects of the job.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.