

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Math Laboratory Coordinator	Range:	40
Date Revised:		Date Approved:	September 13, 2022

### PRIMARY PURPOSE

This position is responsible for the planning, coordinating, and organizing of a variety of tutorial services and activities to assist students and facilitate their educational goals; recruit, train, and schedule tutors.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Coordinate and organize the day-to-day activities of the Math Laboratory to ensure efficiency of operations; recommend and assist in the implementation of the goals and objectives of the tutorial program; establish schedules and methods for tutorial services; implement policies and procedures.
2.	Provide information to students interested in receiving tutorial services; schedule all tutorial appointments; maintain files, records, and related reports; proctor and administer exam in accordance with rules and procedures prescribed by faculty and in conjunction with Disability Support Services.
3.	Recruit, train, and direct tutors in accordance with established procedures; determine the appropriate assignments for students and tutors; schedule working hours and appoint tutoring program personnel; work with tutors to correct deficiencies, serve in the absence of the Faculty Math Laboratory Coordinator.
4.	Conduct meetings with tutoring program staff for planning, scheduling, program evaluation, and improvement.
5.	Prepare written materials for distribution to promote tutorial services; conduct oral presentations; prepare and organize materials used for conducting training sessions for tutors, which includes role playing scenarios and employee orientation on requirements and guidelines.
6.	Organize, schedule, and participate in the school visitation programs and other outreach activities as directed.
7.	Compile and maintain a variety of records, logs, files, and statistical reports related to the activities of the tutoring program; prepare and maintain a variety of records related to students and program activities.
8.	Prepare employee hiring documents; initiate supply purchases and maintain adequate supplies.
9.	Attend meetings and conferences as the representative for the Math Laboratory Faculty Coordinator
10.	Train and provide work direction and guidance to others as directed.
11.	Learn and apply emerging technologies including, but not limited to, WebAssign, MyLab, MyStatLab, Aleks, and Zoom, and others as assigned, necessary to perform duties in an efficient, organized, and timely manner.

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12.	Responsible for the design, planning, implementation and maintenance of the electronic platforms utilized in the Math laboratory. Including but not limited to Virtual Math Laboratory systems. Create and schedule virtual orientations, utilize virtual scheduling software. Create and maintain the Math Laboratory Canvas page. Primary editor/maintainer of the Math Laboratory website.
13.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
14.	Performs related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The Math Laboratory Coordinator maintains frequent contact with various departments, faculty, staff, students, and academic tutors.

**EDUCATION AND EXPERIENCE**

Minimum Qualifications

Two (2) years of college-level course work in a related field.

Experience as a tutor or coordinator in higher education or related field.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of District organization, policies, procedures
- Knowledge of District entrance and academic requirements
- Knowledge of record keeping techniques
- Ability to plan, coordinate, organize and schedule tutorial activities
- Ability to read, interpret, apply and explain rules, regulations, policies and procedures
- Ability to analyze situations accurately and adopt an effective course of action
- Ability to plan, organize and prioritize work
- Ability to meet schedules and timelines
- Ability to communicate effectively orally and in writing
- Ability to understand and follow oral and written directions
- Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment: subject to constant interruptions and frequent interaction with others; operation of a computer keyboard, requiring gross and fine finger manipulation of keyboards, equipment, and tools; travel to various locations; sitting or standing for extended periods of time (up to 2-3 hours); read a variety of printed materials and information on a computer screen for extended periods of time; ability to lift, carry and/or move objects weighing up to 25 pounds.

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