

Job Description/Title: Instructional Specialist → Program Coordinator- Reading Center

Approved, Bargaining Unit President: 3/14/08

Approved, MPC Associate Dean, Human Resources: 2/28/2008

Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

Program Coordinator – Reading Center

Job Summary

Under general direction, plan and participate in a variety of complex and responsible support activities related to the Reading Center. Receive limited supervision within a broad framework of standard District policies and procedures. Coordinate the programs operation with the ESSC, Supportive Services, the English Department and other classes at the request of various MPC Instructors. Maintain and further develop current ties with local schools. Coordinate the Kids Program, a fee based tutoring program for K-12 students.

Examples of Functions

Essential Functions

Coordinate the functioning of the day to day operation of the program; supervise tutors in the day to day operation of the program.

Train tutors in the implementation of specialized teaching methodologies.

Develop and maintain yearly work schedules for tutors.

Maintain payroll records for the tutors.

Assign tutors to appropriate in-service training programs.

Provide work instruction and guidance to Instructional Specialist.

Supervise and assume responsibility for small groups of students on specific subjects.

Provide supplemental instruction to individual and/or groups of student in one or more specialized areas.

Maintain and update program structure and materials.

Participate in meetings related to needs of student in the instructional support services programs.

Maintain required records of student's progress; collect, evaluate and make recommendations regarding students' progress.

Serve as a resource person to teachers, students, counselors and the local community; share knowledge of a particular subject area.

Select, requisition and maintain an inventory of instructional supplies and materials; arrange and operate special classroom equipment as needed; set up work areas and prepare/maintain materials.

Perform, maintain, and supervise routine testing of students; develop lesson plans based on these results.

Develop creative methods and teaching techniques; establish and supervise the maintenance of a framework that implements specialized teaching methodology.

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Select and administer tests; supervise specialized skill center operations, tasks and activities.

Maintain program budget; make the budgetary needs of the program known to the Division.

Coordinate the program's operations with other related programs and classes.

Provide and organize specialized testing for appropriate classes, individual students, and members of the community.

Other Functions

Serve on college committees as assigned.

Perform other related duties as assigned.

Attend staff development and in-service training programs as appropriate.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, a Bachelor's degree in English/Reading or a field related to assigned area, and three years of experience in a specialized learning environment such as English remedial skills or a related area providing knowledge and skills in assigned area.

Knowledge

Knowledge of: all aspects of Lindamood/Bell® programs; current programs designed to develop reading and spelling skills; general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, letter and report writing; a variety of computer software programs including word processing and spreadsheet applications; mathematical computations; office management techniques and procedures and public and human relations skills.

Abilities

Ability to: understand and independently carry out oral and written instructions; tutor and train individuals using Lindamood/Bell® programs; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; maintain confidentiality of the office; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.