

## **LEARNING CENTER SPECIALIST**

### **CLASS SUMMARY**

Under general direction, assists instructors by organizing and maintaining an instructional resource center, advises faculty in identifying resources to support instructional objectives in multilevel curricula; oversees student assessment activities and materials; facilitates assignment and duties of other classified staff; supervises duplication process; compiles data and drafts reports; performs related duties as required.

### **REPRESENTATIVE DUTIES**

Recommends instructional resources appropriate for specified curricular areas; oversees the instructional resource center including selecting, organizing, cataloging, circulating, monitoring, and inventorying books; print and audiovisual materials, software, and media equipment; responds to inquiries concerning student assessment processes and attendance reporting; oversees and coordinates testing relative to initial placement, student progress, and standardized assessment; prepares testing materials for distribution to site directors and instructors at various community sites; administers and scores tests or work samples used to measure levels of student achievement; orients instructors, site directors, instructional assistants and representatives from other agencies to the center's services, procedures, resources, and to record keeping processes; provides instruction in operation of audiovisual and duplication equipment; compiles data and drafts reports; prepares and maintains bulletin boards featuring new books and materials; facilitates the schedule and duties of other classified staff assigned to the center; performs various office responsibilities; may oversee faculty mailbox assignment and mail distribution; may assist in registration.

### **ORGANIZATIONAL RELATIONSHIPS**

This position reports to a program coordinator or division administrator. This class works closely with instructors and site directors and may direct the work of instructional assistants or other classified staff.

### **DESIRABLE QUALIFICATION GUIDE**

#### **Training and Experience**

Any combination of training and/or experience equivalent to a BA degree and two years of experience in a related field.

### **LEARNING CENTER SPECIALIST cont'd**

#### **Knowledge and Abilities**

Knowledge of: good written and oral English; program area curriculum and instructional methodology; record keeping, clerical and general office procedures; college classroom and learning procedures; instructional resources pertinent to particular disciplines; test administration and scoring.

Ability to: advise and assist instructors in various paraprofessional and instructionally related services; assist instructors with selection and use of instructional resources and equipment; learn and use a wide variety of instructional materials; administer and score objective tests; perform clerical, filing and supportive duties; learn and operate office equipment; understand and follow oral and written instructions; communicate effectively on phone and in writing; establish and maintain effective relationships with instructors, personnel and students; be sensitive to students and staff from diverse backgrounds.