

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.