

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

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| Job Title: | Disability Support Services, 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.

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| 1. | Coordinate and organize the day-to-day activities of the Adaptive Computer Lab (ACL) to ensure efficiency of operations; recommend and assist in the implementation of the goals and objectives of the ACL; establish schedules and methods for tutorial services; implement policies and procedures. |
| 2. | Provide information to students interested in enrolling in the Adaptive Computer Lab and provide assistance for their course work and needed training on adaptive technology. |
| 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. |
| 4. | Conduct meetings with tutoring program staff for program evaluation and improvement. Track, record, and approve timesheets. |
| 5. | Prepare and organize materials used for conducting training session for students. 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 for federal, state, and other funding sources. |
| 8. | Research, analyze, and recommend appropriate new technology for purchase; coordinate quotes for various software and equipment. |
| 9. | Attend meetings and conferences as required. |
| 10. | Train and provide work direction and guidance to others as directed. |
| 11. | Learn and apply emerging technologies and advance as necessary to perform duties in an efficient, organized, and timely manner. |
| 12. | 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. |
| 13. | Performs related duties as assigned. |

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OTHER FUNCTIONS

None

WORKING RELATIONSHIPS

The Disability Support Services, 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

SPECIAL REQUIREMENTS

None

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.