

## **POSITION DESCRIPTION**

### Learning Center Programs Supervisor

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**Position** ..... Learning Center Programs Supervisor  
**Department/Site**..... Learning Center  
**FLSA**..... Exempt  
**Evaluated by** ..... Dean of Language Arts and Library  
**Salary Range** ..... 11

#### **Summary**

Under the general direction of the Dean of Language Arts and Library, the Learning Center Programs Supervisor plans, administers, provides instructional support services for the college, and directs work of support staff as needed.

#### **Essential Duties and Responsibilities**

- Supervises the administrative functions of the Learning Center instructional support labs.
- Provides leadership for the planning, organizing, coordinating, and implementing of the learning assistance program of the District.
- Performs professional work involving independent judgment in the interpretation and application of policies and procedures requiring tact and good communication skills.
- Facilitates utilization of the Learning Center programs by the students.
- Maintains efficiency and effectiveness of program; monitors and projects spending.
- Recommends and implements changes that will improve instructional support for students served by Learning Center services each year, and for the District and its programs.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Plans, coordinates, supervises, and schedules Learning Center activities.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

#### **Knowledge, Skills and Abilities**

- Knowledge of educational software, curriculum design, and educational innovation.
- Knowledge of learning styles and study skills across all subject areas.
- Knowledge of assessment techniques and national testing procedures.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.

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- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

#### **Education and Experience**

- Possession of a bachelor's degree, and two years of related experience.