JOB DESCRIPTION

JOB TITLE: Teaching-Learning Center (TLC) Coordinator

REPORTS TO: Asst. Dean of Developmental Education; Provost (East, North, Spring Hill and Porter campuses)

BASIC FUNCTION: Responsible for Coordinating Teaching-Learning Center (TLC) functions

CLASSIFICATION: Managerial and Technical

DUTIES AND RESPONSIBILITIES:

1. Directs, plans, and organizes the day-to-day operations of the TLC.
2. Schedules and supervises activities of all TLC personnel including tutors, volunteers, clerical staff, CLAST peer tutors, work study students, and student assistants.
3. Evaluates credentials of persons seeking employment in the TLC, recommends those qualified, and trains staff to satisfy laboratory requirements and responsibilities.
4. Develops, schedules, and facilitates workshops to aid students and faculty in their academic performance at PHSC.
5. Develops and maintains open communication with the other TLC Coordinators to ensure continuity and problem-solving among the TLCs regarding policies, procedures, and structures.
6. Publicizes and communicates TLC activities to all appropriate college personnel and students.
7. Supervises, maintains, and distributes an updated inventory of TLC materials and supplies and ensures traceability of licensed software and ancillary materials.
8. Coordinates communication with faculty to establish collaborative student educational services and conduct faculty/class orientations to the TLC’s facilities, materials, and procedures.
9. Facilitates and maintains open communication with the Coordinator of Disability Services to enable students with disabilities to receive the full benefits of the TLC’s facilities.
10. Collaborates with Deans/Associate Deans, Student Development personnel, and faculty to link students experiencing educational difficulties to the TLC and provides feedback as necessary.
11. Plans, directs, and oversees new student Assessment/Testing and Placement activities, TABE tests and make-up tests as required on each campus.
Job Description
Teaching-Learning Center (TLC) Coordinator

12. Collaborates with the Adult Education and ESOL Tutor to direct the Adult Education program on the campus, including directing assessment procedures, prescribing remediation and supplemental materials to strengthen students’ areas of weakness and/or developing an IEP for ABE/GED students.

13. Assists the Adult Education and ESOL Tutor in establishing, directing, and maintaining a system for storing and tracking ABE/GED student records, including test scores and data required for periodic reports.

14. Supervises TLC compliance with all appropriate IMMs.

15. Coordinates purchase requests with the Asst. Dean of Developmental Education and other appropriate Departmental personnel for academic materials.

16. Evaluates and recommends for purchase software and other materials for TLC use; in addition, previews, evaluates, and recommends other ancillary materials for textbooks which are being considered for adoption.

17. Attends and participates in workshops, seminars, and classes for the educational enhancement of services to students.

18. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:
Required: Master’s Degree from a regionally accredited institution in reading, English, mathematics, education, or related field. Excellent written and verbal communication skills; ability to interact successfully with a diverse clientele; and microcomputer experience. Preferred: Two years experience in a Learning Laboratory; teaching experience.

file: Teaching–Learning Center (TLC) Coordinator
last revised: 7/1/98; 6/25/01; 1/05; 2/5/07; 7/22/08; 3/8/10; Change report to & add Porter Campus: 9/18/13; 6/30/14