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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Director, Learning Center

**DEPARTMENT:** Learning Center **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:** 206

**REPORTS TO:** Vice President of Instruction **DATE: Revised** 04/27/2015

**POSITION SUMMARY:** Responsible for supervision and management of everyday operations of the Learning Center which houses a tutoring/computer usage area, adaptive technology lab and Testing Center. Responsible for the development of learning support programs and operations associated with student academic preparation and remediation of identified skills.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* Completion of master's degree in Education, Counseling or core academic area; three or more year’s related experience including supervision of employees.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Supervise, hire, train and schedule personnel as assigned. Assist with search committees for new employees.
* Coordinate scheduling for Learning Center and Adaptive Tech Lab services.
* Develop and implement Learning Center, Testing Center and Adaptive Tech Lab policies and procedures.
* Develop and monitor department budget.
* Oversee administration of placement and exit testing, including scheduling, purchasing, scoring, and reporting.
* Support faculty and staff in access concerns/issues for students in cooperation with the Access Counselor and in keeping with the provisions of ADA; oversee adaptive technology lab operations.
* Stay abreast of current and developing trends in Developmental Education and learning assistance programs.
* Design and organize tutor training content and delivery methods in accordance with guidelines set by College Reading Learning Association and NADE. Maintain course up-to-date and relevant. Coordinate instruction.
* Maintain records and reports for certification and assessment purposes.
* Support efforts associated with the college’s assessment plan. Develop and implement assessment tools to evaluate effectiveness and identify areas for improvement.
* Develop programs to support students in transitioning to college; assist with Foundations Seminar program.
* Develop programming to address remediation and retention.
* Represent ECC at professional organization meetings and events.
* Work with the Student Development staff in addressing student learning concerns.
* Work with Student Activities Coordinator to promote services through educational workshops.
* Support faculty to enhance student learning and develop success strategies in the programs.
* Familiarity with standardized tests and procedures CAAP, MoGEA, COMPASS, ACCUPLACER, Pearson Vue, CLEP.
* Work with and train high schools in our service area to set up as Compass sites for EOC and MSIP purposes. Develop proposals of agreements between ECC and area high schools.
* Understanding of ADA, its implications and familiarity with the most current adaptive technology.
* Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, and the general public.
* Ensure that all activities are conducted within the established guidelines of the Family Educational Rights and Privacy Act (FERPA).
* Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**LEADERSHIP and COMMUNICATION SKILLS:** ability to exchange ideas, facts, information, and opinions effectively and accurately with others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce and student population; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning. Excellent customer service skills; comply and enforce policies, procedures, and instructions; ability to determine work procedures, assigns duties, maintains harmonious relations, or promotes efficiency.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college policies, procedures, and practices; knowledge of the Family Educational Rights and Privacy Act (FERPA), Title VII, Title IX, ADA and other applicable laws pertaining to employment and education; understanding of Learning Center and College services and activities; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; skill in budget development and management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; understanding of developmental education programs and tools related to community colleges.

**EQUIPMENT AND SOFTWARE:** Utilizecurrent College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

* **Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends; Available to travel locally and regionally to participate in meetings, conferences, and other activities related to the position duties.
* **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

**POSITIONS SUPERVISED:** Associate Director; Learning Center Clerk; Learning Center Specialists

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. I acknowledge that this job description indicates the general nature and level of work to be performed and that I am responsible for performing these duties. I acknowledge that the duties and job description are subject to change.

Employee Signature/Date Supervisor Signature/Date

**DISCLAIMER -** *This job description has been designed to indicate the level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of the employee assigned to the job.*

**NOTICE OF NON-DISCRIMINATION** – *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Multipurpose Building, telephone number 636-584-6712 or* ***hrnotice@eastcentral.edu****.*