

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **DIRECTOR OF TUTORING AND ACADEMIC SKILLS CENTER (TASC) AND SUPPLEMENTAL INSTRUCTION (SI)**

#### **BASIC FUNCTION**

Under the direction of the Executive Dean of Institutional Effectiveness, Educational Services, and Planning, oversee Tutoring and Academic Skills Center (TASC) and Supplemental Instruction (SI) within Learning Resources, including recruiting, hiring, training, supervising, mentoring, scheduling and evaluating tutors, staff and adjunct faculty; coordinate with administrators and faculty in all departments to assure collegial input and support of the development and delivery of effective learning resources and SI to students across the curriculum; work closely with the college community to ensure that TASC and SI services effectively supports college retention and student success initiatives.

#### **REPRESENTATIVE DUTIES**

1. Coordinate TASC and SI services with campus-wide changes in teaching and learning as needed.
2. In collaboration with faculty and respective departments, develop and implement various forms of educational technologies in support of tutorial services including online tutorial services.
3. Recruit, interview, hire, orient, train, supervise, mentor, coach, evaluate and schedule staff of adjunct faculty, classified employees and tutors.
4. Work closely with the Director of Education Centers to assure that tutorial facilities at all off campus learning centers are fully supported and effectively supervised.
5. Provide direction to TASC staff, tutors and SI leaders-in planning and organizing tutoring and SI sessions and ongoing trainings.
6. Conduct observations of faculty, tutors and SI leaders providing constructive feedback to help staff and student workers build needed skills and develop their potential.
7. Develop and manage budgets in regards to staffing, facilities, equipment and supplies necessary to achieve established goals and objectives.
8. Keep current on research, best practices and new initiatives regarding TASC and SI.
9. Collaborate with faculty to identify and select tutors and SI leaders.
10. Maintain working relationships with academic departments to ensure that TASC supports college retention and student success initiatives.
11. Coordinate, monitor and analyze data and prepare reports, including yearly Program Review Updates, in support of evidence based decision making. Evaluate the program on a periodic basis.
12. Develop outreach and publicity efforts to create awareness of TASC services through a variety of communication channels and methods.
13. Collaborate with relevant departments to promote the TASC and SI programs.
14. Maintain the content of the TASC website and course management site.
15. Seek to participate in professional development activities.
16. Interpret and apply county, state and federal policy and legislation as it relates to the area.
17. Perform other duties and responsibilities as assigned.

#### **REQUIRED PROFICIENCIES**

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles and practices of tutoring, supplemental instruction, learning resources, general management and supervision; operating a computer and various supporting software packages; ability to effectively communicate in oral and written form; mediate, resolve conflict and achieve consensus; analyze and interpret data and trends; strategically and creatively anticipate future needs; evaluate alternative approaches to delivering services and utilizing resources; adult learning theory and practices which promote effective teaching and learning; laws and regulations governing California Community Colleges; district policies and procedures; budgeting; the mission and student population of California Community Colleges and the Coachella Valley.

**Ability to:** Plan, organize, direct, administer, review, and evaluate programs and services; exercise honesty, consistency, and sound judgment in the performance of duties; work in the interests of the college as a whole; strong interpersonal skills; ability to establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community; serve as an effective leadership team member; Work with internal and external participants in building and maintaining positive relationships; prepare and submit reports to supervisors and reporting agencies; utilize computer technology and appropriate software programs; communicate effectively both orally and in writing; demonstrate an understanding and sensitivity to the needs of diverse students, especially those from traditionally disadvantaged backgrounds; communicate effectively both orally and in writing to exchange information; prepare comprehensive reports; communicate policies, guidelines, regulations and laws to staff, students and public; prioritize and schedule work; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student and other records; train and provide work direction to others including areas related to data access techniques; work independently and confidentially with little direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit for extended periods of time; bend at the waist, kneel or crouch.

## **MINIMUM QUALIFICATIONS**

The Desert Community College District has established the following hiring criteria:

- Master's Degree or higher in Math, Science, English or related field.
- Demonstrated three years of experience in tutoring, supplemental instruction or learning resources in a post-secondary academic environment.
- Experience in working with students from a diverse background.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

## **DESIRABLE QUALIFICATIONS**

- Teaching experience in higher education.
- Three or more years of increasing level of responsibility in a large tutorial or learning center program including the supervision and direction of the work of others.

## **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

**WORKING CONDITIONS**

Environment: Office and library and learning environment. Constant interruptions. Driving a vehicle to conduct work as necessary between district sites. Requires some evening and weekend responsibilities.

**EMPLOYMENT STATUS**

Educational Administrator  
Approved August 19, 2015  
Leadership IX