



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
COORDINATOR, READING LABORATORY	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, plan, organize, and coordinate activities for college reading laboratory; perform paraprofessional preparatory work and planning to assist faculty in the instruction of students; order, receive, store, issue and inventory laboratory supplies and equipment; act as lead worker to classified staff during Reading Lab hours; supervise and direct the work of aides and student assistants; and perform related work as required.

**SCOPE:**

The Coordinator, Reading Lab coordinates the daily assigned activities for the laboratory in the English department.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Acts as an on-site resource for materials and teaching approaches.
2. Researches, develops, previews, and orders materials for laboratory.
3. Coordinates the day-to-day operations in the reading laboratory; monitors and controls budget.
4. Answers phone, prepares correspondence, and attends meetings relevant to the reading laboratory.
5. Assists instructors in implementing classroom assignments; makes recommendations regarding assignments and classroom materials
6. Oversees laboratory maintenance.
7. Provides ongoing training for faculty, staff and students in the use of computers and related software.
8. Attends conferences, workshops and classes to maintain knowledge of current technology trends in development of reading programs and instruction.
9. Researches and previews latest Internet and library resources to support computer instructional needs.
10. Maintains computers and network; troubleshoots and coordinates the repair of equipment in the lab.
11. Acts as a liaison with other campus departments and programs.
12. Serves as a lead worker to classified staff during assigned Reading Lab hours.
13. Trains and directs the work of student assistants.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Present classroom materials; maintain accurate records; perform clerical and administrative work with accuracy and speed; identify problems and recommend solutions; understand and follow oral and written communications; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Specific subject matter in area to which assigned; materials, tools and equipment to be used in the classroom or laboratory setting; skills in establishing and maintaining effective public relations.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

Associate's degree in English.

#### *Experience:*

Two years of experience working with ESL and developmental-level students. Prior experience in a lab environment and knowledge of pre-collegiate English classroom and laboratory instruction preferred.