

DIXON UNIFIED SCHOOL DISTRICT
Job Description

TITLE: Learning Center Coordinator

CLASSIFICATION: Classified (SEIU)

REPORTS TO: Principal

RANGE: 250

WORK YEAR: 9 Months

CLASS: Instructional Support

BOARD APPROVAL: 1/14/16

BOARD REVISION:

PRIMARY FUNCTION: Under general supervision, to coordinate and oversee tutoring and learning support services for high school students; and to do related work as required.

RELATIONSHIP TO STUDENT ACHIEVEMENT: This position supports student achievement by providing students with academic scaffolds to improve their study, learning, and retention of standards-based curriculum.

SUPERVISION OVER: Students; Paid and volunteer tutors under the direction of the Principal

ESSENTIAL DUTIES AND RESPONSIBILITIES: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Serves as a liaison between students, parents, tutors, teachers, counselors, and administrators.
- Recruits, interviews, assists with hiring, and trains paid, volunteer, and intern tutors.
- Communicates with District office personnel staff regarding appropriate paperwork and clearances for new tutors.
- Articulates program structure, responsibilities, and schedules to tutors.
- Establishes and maintains record-keeping systems for participating students (e.g. referrals, teacher feedback forms, intake, tutoring contracts, tutoring logs, binders, etc.); Trains tutors in the use of these systems; Assesses tutors' satisfactory use, upkeep, and organization of these systems.
- Explains site procedures for calling students out of class.
- Assigns appropriate caseloads according to student needs and tutor competencies.
- Provides tutors with necessary reports from the student information system (e.g. transcripts, grades, etc.).
- Assists tutors in determining student needs and providing them with personalized academic support and resources.
- Corresponds and collaborates with partnering program supervisors.
- Records the attendance of and verifies hours for paid, volunteer, and intern tutors.
- Performs a variety of clerical tasks (e.g. answers phone calls, sends/receives faxes and emails, prints/copies necessary materials, orders and organizes supplies, etc.)
- Monitors and maintains appropriate behavior and order amongst students using the Learning Center.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

- High school diploma or the equivalent; community college and/or vocational training certificate preferred.
- NCLB compliance via two years of study (48 semester units) at an accredited institution of higher education, an Associate's (or higher) degree, or a formal District assessment of knowledge and ability to assist in instructing reading, writing, and mathematics.

- One year experience in clerical work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Prior experience working in a public school setting preferred.
- Bilingual in English and Spanish preferred.

LICENSES AND OTHER REQUIREMENTS:

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.

KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.

KNOWLEDGE OF*:

- General clerical and record-keeping practices and procedures.
- Basic methods and techniques for operating and trouble-shooting computer hardware/software and office machines.
- Basic ordering methods.
- Behavior interventions and management strategies for adolescents.
- Correct English usage, grammar, spelling, and punctuation.

ABILITY TO*:

- Learn, apply, and explain Learning Center program structure, objectives, goals, and activities.
- Learn, apply, and explain school and program rules and policies.
- Learn and follow District personnel policies and procedures for hiring and orienting new employees and volunteers.
- Operate a computer to input, update, and access a variety of records and information; generate reports, records, lists, queries, and summaries.
- Maintain confidentiality of privileged information obtained in the course of work.
- Organize and prioritize projects.
- Initiate a purchase order.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand, and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

WORKING CONDITIONS:

PHYSICAL DEMANDS (With or without the use of aids)*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize equipment, technology, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.

- Requires the ability to operate a computer keyboard or standard office equipment.

**Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

SAMPLE ENVIRONMENT: Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer.