

## **CARDINAL ACADEMIC PERFORMANCE SERVICES (CAPS) COORDINATOR**

### **GENERAL STATEMENT:**

Plan, manage, and direct services for low-income, physically disabled, and disadvantaged students. Plan and coordinate peer tutoring program, including selection, evaluation and oversight of tutors.

### **REPORTS TO:**

Director of Guidance

### **OCCUPATIONAL GROUP:**

Professional

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's Degree in Counseling, Education or related field required.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Two years experience working with the underprepared, disadvantaged or students with disabilities required. Working knowledge of Section 504, Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

#### **OTHER:**

Good public relations  
Communications skills  
Advanced computer skills

### **DUTIES AND RESPONSIBILITIES:**

- Provide personal, career, financial and academic counseling and guidance to program participants.
- Administer and develop a comprehensive needs analysis program for each enrolled program participant based upon financial and academic data.
- Manage and provide direction for all policies and activities.
- Coordinate program development and program offerings.
- Responsible for managing and budgeting of program funds.
- Provide personal, career, financial and academic counseling and guidance to program participants.
- Develop, administer, monitor and evaluate small group instructional programs.
- Coordinate instructional and tutorial services for program participants.
- Evaluate tutoring needs for program participants.

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- Provide written and verbal material for use in administering instructional and tutorial services.
- Maintain documented tutoring files with attendance and progress reports, peer tutor time sheets, and evaluations and evaluation reports.
- Insures compliance with ADA requirements regarding qualified student requests for reasonable accommodations.
- Coordinates (across all college departments) the implementation of reasonable accommodations requested by qualified students with a diagnosed physical and/or learning disability who have been admitted to the college.
- Consult and serve as resource to faculty and staff regarding student accommodations and disability information.
- Recruit, supervise and evaluate note-takers, readers, and interpreters for students with disabilities.
- Responsible for keeping an open line of communication with teaching faculty and students who are student support services members.
- Other duties as assigned by appropriate supervisory personnel.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 6/9/2011*

*Revised: 5/16/12*

JD479