

ACADEMIC FACULTY, DEVELOPMENTAL STUDIES/LANGUAGE LAB
COORDINATOR/ATHENS

GENERAL STATEMENT:

This is a faculty position, with responsibilities for providing instruction in developmental reading and writing labs on the Athens campus. Providing leadership, in coordination with the Developmental Language Coordinators, for the management of the developmental language labs on the Athens campus.

REPORTS TO:

Appropriate Developmental Coordinators

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree with a minor in English or Reading, Master's degree in English is preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

College teaching experience preferred. Experience teaching Developmental Studies is preferred.

OTHER:

Bilingual or ESL experience is preferred.

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- May be assigned to teach classes within the Texas Department of Criminal Justice prison units.
- May be assigned to teach distance learning classes via ITV, telecourse or Internet.
- Ability to develop instructional strategies to assist developmental studies students in reading and writing, particularly in a lab setting.
- To maintain order in the lab and keep all students on task.
- To provide individual help to students who have problems completing assignments.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for classes or notify the division chairperson and/or assistant vice president of instruction as early as possible of an inability to meet a class.
- Maintain student performance reports for collaboration with lecture faculty.
- To distribute to students materials which they should be working on, according to lecture teachers' instructions.
- To assist students with computer and software navigation issues.
- To keep a record of students' attendance and activities during lab time: a file folder for each student, which the lab teacher has written assignments. Coordinator will check off work as it is completed. Lab Coordinator will be responsible for collecting files, grading work, and making assignments.
- The Developmental Lab Coordinator should be a person who is familiar with computers and instructional software for the language arts (e.g. Weaver Online, My Reading Lab, or Aplia).
- Managing the developmental lab for the hours that are required by the college.
- Manage all reading and writing software, hardware, and supplies.
- Assist with developmental language lab budgeting on the Athens campus.
- To supervise work study students (necessary for grading, etc.).
- Schedule, post, and keep office hours as required by College policy.

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- Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- Assist with counseling and registration of students.
- Submit all required student grade reports to the registrar's office on schedule.
- Maintain accurate attendance records for all classes.
- Attend all faculty meetings, commencements, and other special meetings called by the division chairperson, associate vice presidents, vice president of instruction, or the president.
- Keeps the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as members of committees.
- Recommend the purchase of library books and instructional materials.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom 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: 04/02/10

Revised:

JD448