

MATH LABORATORY COORDINATOR

DEFINITION

To supervise the mathematics laboratory; to organize, schedule and assist in evaluating a variety of laboratory activities; to provide math tutoring services to students; and to assist instructors with laboratory teaching exercises.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an educational manager. Technical or functional supervision may also be provided by a program instructor. May exercise technical and functional supervision over student assistants and/or tutors.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Coordinate and supervise all Math Lab activity.

Supervise and tutor students in the use of the math laboratory facilities and in the areas of mathematics in which the students need assistance.

Identify student needs and determine remediation plans for students with weaknesses in mathematics.

Advise students on study methods and learning strategies.

Assist in developing and monitoring the budget for the Math Lab.

Select, train, supervise, and evaluate student assistants and/or tutors; review, approve and submit student time cards.

Meet with faculty to become familiar with their lesson plans and expectations for student competencies.

Refer telephone inquiries to appropriate resources.

Maintain a reference library and files of resource material for faculty and student use.

Demonstrate use of computers and other learning resources in the laboratory.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Laboratory equipment, materials, supplies, and procedures as used in a mathematics laboratory.
Mathematics at the level of the courses taught at the College.

(Over)

Skill to:

Select, train, supervise and evaluate student assistants and/or tutors.
Assist students in understanding the basic fundamentals of mathematics.
Operate and demonstrate the use of computers and other equipment in the laboratory.
Analyze laboratory procedures and make constructive suggestions for improvement.
Communicate both orally and in writing.
Understand and carry out both oral and written instructions.
Maintain records and perform clerical duties pertinent to the operation of the laboratory.
Organize, coordinate and supervise a variety of laboratory activities.
Establish and maintain effective work relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Work experience in the operation and maintenance of a math laboratory. Work experience as a mathematics tutor at the level of mathematics taught at the college. Experience as an Instructional Assistant in mathematics at a community college with a program comparable to that in the District.

Training:

Equivalent to a Bachelor's degree in mathematics.