



MATH LABORATORY COORDINATOR, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	65	07/01/2017	Classified	1 of 3

DEFINITION

To plan and organize the day-to-day operations of multiple or large math laboratories; to organize, schedule and assist in evaluating a variety of laboratory activities; to assist in department budget preparation and administration; to provide tutoring services to students in mathematics; and to provide a wide range of technical, clerical, and other assistance to students, faculty, and tutors.

DISTINGUISHING CHARACTERISTICS

Math Laboratory Coordinator - This classification is distinguished from the senior level in that it is responsible for the day-to-day operation of a single laboratory area as opposed to multiple or larger and more complex laboratories.

Math Laboratory Coordinator, Senior - Positions in this classification are responsible for the planning, organization and preparation of multiple or larger and more complex laboratory operations.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- Provides training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

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

- Plans and coordinates laboratory operations for multiple or large math laboratories.
- Monitors and tutors students in the areas of mathematics for which the students need assistance.
- Provides students, faculty, and tutors with assistance and training in the operation of computers and other laboratory equipment.
- Identifies student needs and determines remediation plans for students with weaknesses in mathematics; advises students on study methods, learning strategies and monitors student progress.
- Coordinates tutoring services activities for assigned department(s); approves time cards.
- Assists in developing and monitoring department budgets in coordination with management and faculty; prepares cost estimates for budget recommendations; submits justifications for budget items; maintains student billing records.
- Develops and maintains a reference library and files of resource material for faculty and student use.
- Assists in the administration of laboratory assignments, exercises, and tests under the direction of an instructor.
- Develops and implements new or modified laboratory policies and procedures, as required.
- Meets with faculty to become familiar with their lesson plans and expectations for student competencies.



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- Monitors computer software and hardware to ensure proper working order, performs minor maintenance when necessary; reports and documents equipment problems or failures.
- Coordinates workload of multiple department laboratories; monitors assignments of assigned staff.
- Assists in the preparation of instructional aids used by students and faculty in the laboratory.
- Conducts statistical review to analyze and assess the service effectiveness in assigned laboratory.
- Promotes and advertises tutoring services to faculty, staff, and students via web pages, emails and class visits.
- Assists in the selection of student assistants and/or tutors; provides training, functional and technical supervision, and evaluation of student assistants and/or tutors; reviews and approves student assistant and/or tutor timecards for accuracy and submits to a departmental supervisor or manager.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Laboratory equipment, software, materials, supplies and procedures as used in a math laboratory.
- Basic teaching and learning theories, principles and practices of tutoring.
- Principles, practices, and applications of mathematics material at the level of the courses taught in the District.
- Enterprise Resource Planning (ERP) Systems and/or other student tracking software.
- Educational and standard business software (Microsoft Office Suite, etc.).
- Methods of gathering and presenting general statistical data.

Skill/Ability to:

- Perform a variety of instructional assistance, tutoring, and related support functions in mathematics.
- Assist students in understanding the basic fundamentals of mathematics.
- Operate, set up, troubleshoot, and demonstrate the use of computer and other equipment in the laboratory.
- Analyze laboratory procedures and make constructive suggestions for improvement.
- Develop and maintain record keeping systems for the laboratory.
- Communicate effectively, both orally and in writing.
- Organize, coordinate, supervise and schedule a variety of laboratory activities.
- Establish and maintain effective work relationships with those contacted in the course of required duties.
- Prepare clear, concise, and complete reports using standardized practices.



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- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of responsible experience in the operation and maintenance of a laboratory, or assisting a college instructor in mathematics.

EDUCATION / LICENSE OR CERTIFICATE

- Possession of a Bachelor's degree from an accredited college or university in mathematics, or the equivalent.

Adopted: 07/01/17