



## **JOB TITLE: DIRECTOR, LEARNING RESOURCES**

Classification:	Educational Administrator	Retirement Type:	STRS*
Salary Range:	11	Board Approved:	May 17, 2021

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### **BASIC FUNCTION:**

Under the direction of the Dean of Library and Learning Resources, the Director of Learning Resources plans, administers, and provides identified instructional and academic support to the college community through the services of the Learning Resources Center and other campus Learning Centers.

### **REPRESENTATIVE DUTIES:**

Oversee and manage day-to-day operations and activities of the Learning Resource Center (LRC), which includes the Tutoring Center, Study Center, and Roney Technology Center. Establish planning priorities in collaboration with the Dean to ensure that the Learning Resource Center's practices are consistent with District policies and procedures, local, state, and federal laws, and other contracts or agreements. Advise the Dean on LRC operational, administrative, personnel, and budgetary matters. Make recommendations to promote growth and student success through the campus community's utilization of services, resources, and programs offered.

Provide strategic leadership, coordination, and assessment of campus wide tutoring services, program activities, and other student learning resources. Ensure consistency and quality of services and activities provided. Resolve discrepancies between LRC and other Learning Center activities, coordinate alignment of academic support services, and communicate results as appropriate.

Develop and lead tutor training programs that emphasize equity-minded methods and culturally competent skills particularly when working with disproportionately impacted students. Evaluate training goals against collected data trends to benchmark progress towards campus wide equity in tutoring.

Support the implementation of non-credit courses in the division. Provide administrative and/or technical support for faculty, staff, and students involved in non-credit division courses. Develop course-support materials for use in the division. Oversee and manage day-to-day operations and activities for the Music Commons. Develop plans and priorities, oversee staffing, work collaboratively with the Library Faculty Liaison for Music and Faculty in the Music Department to determine programs and services in the area.

Develop and maintain tutor trainings that meet accreditation and the certification standards set by national tutoring associations. Prepare and maintain detailed and comprehensive reports, records, and files regarding tutoring services, program activities, and other student learning resources provided by the LRC. Work with institutional research to accurately assess and interpret data collected.

Maintain currency in best practices of tutoring, learning resources, instructional methods, and new technologies pertinent to the LRC. Apply and/or coordinate the introduction of emerging best practices and technologies to enhance and advance tutoring and learning assistance.

Coordinate with meta-major program efforts and other campus instructional programs and support services to properly calibrate tutoring services in response to changing needs. Adjust, adapt, and/or reengineer tutoring efforts and student learning resources to address student equity gaps within the meta-majors.

Assist in the development of library and tutoring policies, processes, and procedures and coordinate implementation and enforcement. Grant exceptions as appropriate. Provide interpretation of established policies, processes, and procedures for staff, faculty, students, and other patrons. Serve as a resource on matters related to academic support services.

Supervise, train and evaluate assigned staff, students, temporary workers, and volunteers. Provide guidance, feedback, and consistent follow-up to resolve problems, build a cohesive unit, and foster effective and responsive patron services. Facilitate communication and collaboration between LRC employees, students, faculty, Learning Center Coordinators, and other campus departments.

Analyze and recommend staffing positions in assigned areas of responsibility. Participate in the development of position descriptions, job announcements, and search committees as needed.

Evaluate the need and suitability of instructional material, software, and media associated with the services of the department.

Design procedures for gathering data in consultation with institutional research and prepare proposals and reports for annual plans, program review, strategic plans, accreditation and other documents as required.

Oversee web and learning management system presence of tutoring and learning resources.

Participate in all appropriate departmental and college activities, meetings, and committees.

Serve as a back-up to the Dean of Library and Learning Resources when unavailable.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

Perform other related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

Master's degree to teach any discipline in which instruction is offered at the college; OR  
Master's degree in education, educational psychology, instructional psychology; OR  
Master's degree with emphasis in adult learning theory or the equivalent.

One year of formal training, internship, or leadership experience related to the administrator's assignment.

One year of experience managing tutoring services and/or supervising tutors.

**OTHER QUALIFICATIONS:**Knowledge/Areas of Expertise:

Demonstrated commitment to equity, diversity, and inclusion.  
Experienced working with diverse academic, socioeconomic, cultural, ethnic backgrounds of students and of persons with disabilities.  
Development and implementation of a comprehensive learning resource center.  
Principles and practices of tutoring and instructional support.  
Principles and practices of leadership, management, and supervision.  
Experienced in managing and operating a Learning Resource Center.  
Knowledge of laws, regulations, restrictions, and requirements related to area of assignment.  
Expertise in the needs, interests, and concerns of students from diverse backgrounds.  
Expertise in interpersonal skills including the use of tact, patience, and diplomacy.  
Leadership experience, within the last five years, in a learning lab, learning resource center, or tutorial services center that includes training and program development.  
Excellent oral and written communication and team building skills.  
Currency in the uses of instructional software and other technologies used to enhance learning.  
Budget preparation and control.  
District organization, operations, policies and objectives.

Abilities/Skills:

Skilled in using innovative teaching methods, instructional design, and assessment strategies.  
Ability to adapt instructional techniques to accommodate varied learning styles and abilities.  
Demonstrated commitment to participating in professional activities, continued education, and improvement of skills.  
Ability to plan, organize, develop, and evaluate programs, activities, and curriculum to meet student and community needs.  
Ability to work effectively with students, faculty, and staff from multi-cultural backgrounds to foster student success.  
Ability to plan and organize work and meet deadlines.  
Ability to work cooperatively and coordinate projects with other administrators and staff to offer effective services to students.  
Ability to evaluate and support faculty and staff recommendations for program improvements and/or new program efforts.

**WORKING CONDITIONS:**

Must be able to adapt to changing situations.  
Work under pressure.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.