

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: WRITING CENTER LEAD

BASIC FUNCTION:

Under the direction of an assigned supervisor, coordinates services for the Writing Center. Provides lead support services to the center that include, but are not limited to, scheduling of students, timesheet processing, records, reports, supplies, and budget.

REPRESENTATIVE DUTIES:

Plan and coordinate writing consultant/tutor appointments. *E*

Establish and maintain cooperative working relationships with others. *E*

Work collaboratively with faculty and students to facilitate tutor placement and promotion of services. *E*

Organize and provide training sessions for Writing Center Instructional Assistants. *E*

Oversee student workers in the Writing Center. *E*

Oversee the date-to-day operations in the Writing Center. *E*

Develop and administer qualitative and quantitative analysis of the effectiveness of the Writing Center. *E*

Provide semi-annual verbal and written reports including analysis of effectiveness data and delineation of goals and needs for the next year. *E*

Oversee submission of timesheets. *E*

Communicate effectively both orally and in writing. *E*

Attend training and professional development meetings that are pertinent to the Center. *E*

Coordinate with support staff to maintain basic supplies and working order of equipment. *E*

Work with SARS grid computerized appointment system to run reports, collect student data, and maintain accurate record of student usage. *E*

Recruit and hire Student Workers. *E*

Work directly with supervisor to maintain needed staffing areas including participating in screening and hiring Writing Center Instructional Assistants. *E*

Provide training to faculty on Writing Center and writing processes during Professional Development weeks. *E*

Perform related duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of rhetoric and composition.

Correct oral and written usage of English.

Writing process in all disciplines at the college.

Mission and purpose of a community college writing center.

Needs of students enrolled in developmental and English language learner level courses.

Oral and written communication skills.

ABILITY TO:

Read, write, translate and interpret English.

Demonstrate proper English grammar, punctuation, sentence structure and vocabulary.

Establish and maintain cooperative and effective working relationships with other.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Meet schedules and timelines

Operate instructional equipment including a computer.

EDUCATION AND EXPERIENCE:

Bachelor's degree in English or a closely related field AND

Previous tutoring experience.

LICENSES AND OTHER REQUIREMENTS:

Possession of, or ability to obtain, a valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>2</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>1</u> | h. | Ability to lift <u>5</u> lbs. |
| <u>1</u> | i. | Ability to carry <u>5</u> lbs. |
| <u>2</u> | j. | Ability to operate audio-visual and distance education technical equipment. |
| <u>4</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.