

Coordinator, Supplemental Instruction Programs  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=124313>

Downloaded On: Jul. 18, 2019 1:50pm

Posted Jun. 11, 2019, removed Jul. 2, 2019

<b>Job Title</b>	Coordinator, Supplemental Instruction Programs
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Jun. 11, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services Educational Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1495943">https://apptrkr.com/1495943</a>

**Apply By Email**

**Job Description**

Coordinator, Supplemental Instruction Programs

Position Number: 201314997

Department: Learning Assistance

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: A-95

Salary: Steps 1-6, \$5,070 - \$6,471 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 06/10/2019

Initial Screening Date: 07/02/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on July 2, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

College contributes \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees.



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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note Salary and Health & Welfare Benefits are subject to change.

### Basic Function/Overview:

#### DEFINITION

Under general supervision, performs a variety of functions in support of the District's supplemental instruction services and programs; provides outreach to various departments, faculty, staff, and students.

#### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Tutorial Services. Exercises technical and functional direction over and provides training to Supplemental Instructor Leaders.

#### CLASS CHARACTERISTICS

This is a coordinator classification responsible for conducting a variety of direct and supportive duties and activities within the Learning Assistant Center to ensure students receive and are aware of the services and support provided by the supplemental instruction programs. Incumbents in this classification perform the full range of duties as assigned, working independently, and exercising judgment and initiative to assist in facilitating the District's supplemental instruction program. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the Department. This classification is distinguished from the Supervisor, Tutorial Services in that the latter oversees the programming and administration of the District's tutorial services unit.

### Essential Duties/Major Responsibilities:

1. Coordinates and implements the day-to-day activities of the supplemental instruction programs to ensure efficiency of operations; provides information to students and faculty interested in receiving

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services.

2. Prepares daily and weekly class schedule assignments; and schedules room assignments for Supplemental Instruction Leaders.
3. Provides direction, training, orientation, and guidance to Supplemental Instruction Leaders; prepares weekly and daily schedules; provides input and documentation for performance evaluations; assists in the recruitment and selection of staff and provides recommendations.
4. Prepares Supplemental Instruction Leaders hiring documents; processes, audits, and records timecards.
5. Assists in annual budget preparation; assists in forecasting annual payroll and program budget requirements; monitors and reports on budget variances and expenditures; initiates program supply purchases; monitors program material inventories.
6. Prepares instructional materials for use in the supplemental instruction programs; prepares outreach and promotional materials for distribution regarding services and programs; prepares training materials for employee orientations regarding instruction techniques and program policies and guidelines.
7. Evaluates program and relevant training; proposes and assists in developing program improvement, and implements program modifications based upon evaluation results.
8. Performs a variety of administrative and clerical duties; prepares, organizes, and maintains records and files in compliance with District policies and procedures.
9. Attends meetings and training sessions as required.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Other Duties:

Performs other duties as assigned.

Knowledge Of:

1. Principles and practices of data collection, analysis, and reporting.
2. General subject matter areas, including mathematics, science, social studies, grammar, spelling, language, writing, and reading.
3. Methods, practices, and techniques of improving student learning through specialized structured lesson plans, teaching techniques, and instructional materials.
4. Methods and practices of adult instruction and tutoring.
5. Modern office practices, methods, and computer equipment and applications related to assigned work.
6. Basic principles of record keeping and file maintenance.

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7. English usage, spelling, vocabulary, grammar, and punctuation.
8. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### Skills and Abilities:

1. Recognize individual student learning needs and adapt materials and assignments to facilitate learning.
2. Learn, interpret, and apply District rules, regulations, policies, and procedures.
3. Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
4. Perform responsible administrative support work with accuracy, speed, and minimal supervision.
5. Organize, maintain, and update student records and files.
6. Maintain assigned work area in a clean, safe, and secure manner.
7. Understand and follow oral and written instructions.
8. Operate modern office equipment including computer equipment and software programs.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college with major coursework in education, counseling, or related field, and two (2) full-time equivalent years of increasingly responsible experience working in a higher education environment.

### Equivalencies:

### Preferred Qualifications:

A Bachelors degree from a regionally accredited college or university in one of the above-mentioned



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fields is desirable.

License(s) & Other Requirements:

Examination Requirements:

Working Environment:

Incumbents primarily work in a classroom and/or office environment with moderate noise levels and controlled temperature conditions. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a classroom and/or office setting and use standard classroom and office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, climb, and walk; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at



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1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

### Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

### Inquiries/Contact:

Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

### Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

### Special Instructions to Applicants:



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To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> to complete and submit your application for this position.

### Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

### EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

### Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

### Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [[url=https://apptrkr.com/1495943](https://apptrkr.com/1495943)]<https://hrjobs.mtsac.edu/postings/7178>



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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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