

## SENIOR INSTRUCTIONAL PROGRAM SPECIALIST

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### DEFINITION:

Under general direction, to coordinate an area or center of instructional program assistance; to directly provide a variety of instructional and program assistance to students; to provide related support to instructors and/or program areas; and to perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from Instructional Program Specialist by responsibility for coordinating the day-to-day operations of an instructional assistance program or support center. This classification may provide lead direction to other Instructional Program Specialists.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Plans, develops, implements and coordinates the day to day operations of an area of instructional program assistance such as the computer center or tutoring center;
- Works with administrators, faculty and other staff to ensure provision of appropriate services, materials and equipment, and that student and faculty needs are met; attends a variety of meetings, training and committees;
- Prepares annual draft budget recommendations including justifications, for an assigned center; tracks expenditures and monitors budget adherence; notifies appropriate management staff of spending allocation issues; prepares budget transfers as approved;
- Recruits, interviews, selects, trains, evaluates and supervises students providing tutoring or other student assistance positions; may provide lead direction to other employees;
- Recommends equipment, furniture, supplies and materials for assigned center, processes paperwork, and purchases and installs items and software as approved;
- Ensures working condition and availability of equipment and materials;
- Develops manuals, procedures, training materials, workbooks, and other materials for use by student tutors and assistants, and students using the center;
- Plans, schedules and coordinates staffing for center hours of operation;
- Coordinates with other related centers, programs and services to optimize services;
- Provides individual and group assistance for students in assigned learning assistance center, including explanation of concepts, materials, techniques and rules of subject matter area, use of equipment, computers and software, reviewing the work of and assisting students;
- Assists in marketing services to students; identifies other program and support resources of benefit to students, assists in referrals, and coordinates appointments;
- Monitors, documents and reports pertinent issues related to student progress, attendance, performance and concerns; prepares and maintains a variety of logs, files, records and reports.

**MINIMUM QUALIFICATIONS:**

Knowledge of:

Basic administrative methods including budgeting, purchasing, and lead supervision.  
Principles, theories, methods, resources and equipment of the specialized instructional/program area, at the community college level.  
Methods and techniques of instructional, learning, and/or program area assistance, and tutoring.  
Special needs, techniques and/or adaptive equipment for working with special populations.  
Use and operation of standard office equipment including desktop computers and common applications software, copiers, scanners, fax, telephone, etc.  
Basic records management, data recording and report preparation methods and procedures.  
Correct English grammar, spelling and punctuation.

Skill in:

Planning and coordinating daily operations of an assigned learning assistance center.  
Providing lead supervision.  
Applying instructional methods and procedures.  
Reading, understanding and presenting technical and specialized course materials.  
Operating and training others in the use of specialized equipment, computers, software, materials and procedures within area of assignment.  
Establishing and maintaining effective working relationships with those contacted in the course of the work, including adapting information and interaction to special population needs.  
Maintaining clear and accurate records, logs, files, databases and other materials; preparing clear and concise reports, correspondence and other written materials.  
Understanding and following oral and written instructions.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Possession of an Associate of Arts degree with major coursework related to the area of assignment, and two years of experience at a level equivalent to Instructional Program Specialist with Gavilan College.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision to read and/or operate computer screens, texts, instructions, lab equipment, and related; speech and hearing for normal communication; manual dexterity to manipulate papers, and operate computer keyboards, standard office equipment, and specialized learning assistance equipment related to the area of assignment. May require color vision. This work is performed primarily indoors in learning assistance center settings.