

COMPTON COMMUNITY COLLEGE DISTRICT



STUDENT SUCCESS CENTER **INSTRUCTIONAL SPECIALIST - ENGLISH**

POSITION DESCRIPTION

Under the general supervision of the assigned administrator, in collaboration with the support team and faculty from various disciplines, the Instructional Specialist - English will assist with the day-to-day activities and operations of the Student Success Center's Reading and Writing Center to meet department goals and objectives. Responsibilities include providing assistance to students, and ongoing training to tutors, paraprofessionals, and instructors on tutoring pedagogy and best practices. The assignment may involve day, evening and weekend assignments. The Instructional Specialist - English does not provide supervision over staff.

DUTIES AND RESPONSIBILITIES

- Assess, develop, revise and improve curriculum.
- Design instructional support materials and activities for supplemental instruction assistance.
- Assist the assigned administrator with all in-service trainings, mentoring, and pedagogy best practices for reading/writing paraprofessionals and tutors.
- Develop instructional intervention strategies for the retention of underprepared students as well as strategies for enhancing student learning at all levels, within the basic skills, degree- applicable, and transfer curriculum.
- Interface with faculty in all disciplines to determine their students' reading and writing needs.
- Work with faculty in the delivery of supplemental instruction activities; and provide professional development activities for faculty.
- Work with faculty to develop course-support materials for use in the Student Success Center Reading and Writing Center.
- Create reading and writing tutoring pedagogy signage and concept handouts for student use.
- Assist in developing policies and procedures for the Reading and Writing Center.
- Promote resources to the college community to increase the usage of the Student Success Center Reading and Writing Center.
- Create and implement teaching faculty training sessions on best practices for working with embedded tutors at Compton College.
- Develop and maintain professional competence through professional growth activities based on recent research and current trends in education.
- Make recommendations to improve learning resources at Compton College.
- Guide students, tutors, and paraprofessionals of various ethnic, racial and cultural backgrounds, and various learning abilities.
- As needed, assist the assigned administrator with the preparation of grant proposals and reports.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Full-time or part-time Compton Community College District English Instructor.

Salary Range: Current Salary and the Instructional Specialist-English will be compensated with 20% reassigned time, subject to the approval of the President/Chief Executive Officer.

Conditions of Employment: Temporary assignment, full-time or part-time Compton Community College District English instructor.