



Position Title:	Academic Support Facilitator, Reading	
Reports To:	Director, Student Success Initiatives	
Department:	VESSI Grant	Job Code: 0712-01
Prepared By/Date:	Jennifer C. Brito/5-15-2009	Job Group: PEC
Approved By/Date:	Carlos Archbold/5-26-2010	Salary Grade: 15
Revised:	Jennifer C. Brito/6-8-2010	FLSA Status: Exempt

Summary:

The Academic Support Facilitator is a member of the Homestead Campus Vivo el Exito Student Success Initiative Team and works in collaboration with academic and student affairs personnel, specializing in curriculum development, academic support, and academic intervention programming.

Essential Duties and Responsibilities:

- Collaborates with faculty to develop learning support material for students enrolled in pre-college and college academic programs.
- Advises students and develops educational plans.
- Participates in the teaching and learning process as needed.
- Coordinates planning and program assessment activities in learning support for SSI participants.
- Develops and implements computer-based case management system.
- Develops student services initiatives that support the SSI program.
- Develops and participates in outreach/community programs in collaboration with Student Success Initiative Team.
- Performs duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of instructional design technology and learning support strategies
- Knowledge of PC software including word processing, spreadsheet, and data base management
- Excellent interpersonal and communication skills (oral and written)
- Ability to promote and maintain effective working relationships
- Ability to take initiative and to work with minimal supervision
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands

and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in English, or Social Science Education or related disciplines and six (6) years of experience in curriculum design and assessment.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name