**Teaching and Learning Center (TLC) Coordinator Job Description**

Overview of Position

The TLC Coordinator’s primary activity will be to support and organize small groups of faculty and staff, within and across departments, to learn, share and solve problems together. The TLC Coordinator will research resources and develop plans to help individual faculty and small groups (e.g. divisions or departments) enhance pedagogical strategies to address student learning assessment findings as a means for continuous program improvement to enhance our exemplary programs.

This position is also astanding member on the Planning for Institutional Effective (PIE) Committee and serves in an advisory capacity on the **Integrated Planning** Committee and the Professional Development Committee to promote communication between all committees working toward the same goals to better teaching and learning.

To learn more about the structure of the TLC, please see the website: [http://www.berkeleycitycollege.edu/wp/teaching-­‐](http://www.berkeleycitycollege.edu/wp/teaching-)and-­‐learning/about-­‐the-­‐tlc/

Reporting

The TLC Coordinator will report **to the Academic Senate and to the** Vice President of Instruction of the college.

Job Responsibilities

* Research literature on current teaching strategies upon request from departments or individual faculty
* Communicate regularly with appropriate committees to assure coordination without redundancy
* Maintain online and physical resource library, perhaps in conjunction with librarians
* Inform faculty on trends in scholarship in TLC
* Maintain office hours in the designated TLC space
* Coordinate the TLC space use
* Maintain and update the TLC website
* Coordinate small group workshops to discuss and assess different disciplinary teaching strategies
* Work on individualized teaching strategies upon request
* Survey then inform faculty about upcoming TLC events
* Organize an annual campus symposium to showcase projects from the TLC faculty groups
* **Serve as a member of the PIE Committee**
* **Attend Professional Development Committee meetings**
* **Advise the Integrated Planning committee by providing a report once per semester.**
* **Assist/facilitate transfer of responsibilities to next TLC Coordinator.**
* **Once per year, convene a meeting with past TLC Coordinators to reflect, assess, and make improvements for the following year.**

Assignment Duration

* **Fall 2019–­‐Spring 2021**

Compensation

* 0.3 FTEF per term for a total of 0.6 FTEF for the academic year
* *Some work during the breaks may be required to support flex day planning and activities*