



SALT Center Position Description, University of Arizona Assistant Director for Learning Support Services

Job Title: Assistant Director, Learning Support Services
Reports to: Director
Hiring Range: \$53,000 – \$58,000
Job Type: Appointed, Benefits Eligible, FLSA Status Exempt
Hours Per Week: 40 (1.00 FTE)
Application Due: February 6, 2012

This position is security sensitive based on the job duties and requires a finger-print criminal background check.

Position summary:

The Strategic Alternative Learning Techniques (SALT) Center is housed in a 16,000 square foot facility in the middle of the University of Arizona campus. The SALT Center provides comprehensive academic support services for over 550 UA students per year who have learning and attention challenges. Now going into its 32nd year, The SALT Center seeks an educator experienced in content area reading and literacy to lead its Learning Support Services (LSS) division. LSS houses peer and professional academic support in content areas within the university, including English, mathematics, life sciences, fine arts, social and behavioral sciences, languages, and others. The position is part of the SALT Center Leadership Team and is responsible for the management of LSS including adherence to CRLA tutor certification guidelines, vision for LSS, quality of academic support, and best practices for diverse student reading, writing, mathematics, and learning processes at the postsecondary level.

Duties and responsibilities:

- Provides vision, leadership, and supervision to a multi-disciplinary team of professionals (3-6) and paraprofessionals (80-100) who facilitate the transition, retention, progress, and overall academic development of program students
- Identifies needs, develops innovative content literacy-based support services, and improves effectiveness of existing support services to advance the department's and University's ability to meet the needs of students with learning and attention challenges
- Serves as the primary contact for any student, parent, and campus concerns related to the learning support services provided within the department
- Reviews existing research and best practices within postsecondary reading and learning and generates recommendations for increasing the quality and effectiveness of the academic support services offered within the department
- Establishes procedures to recruit, train, supervise, and evaluate peer, professional, and community tutors in order to ensure the integrity and quality of all tutorial services
- Prepares budgets and monitors expenditures related to learning support services and considers alternative means of funding support services
- Generates and prepares quarterly and annual reports on the costs, usage levels, and availability of all aspects of the Learning Support Services within the department
- Monitors program effectiveness and quality within all the learning support services offered within the SALT Center
- Designs and conducts regular program evaluation activities within the learning support area



- Designs best practice formative and summative evaluation and coordinates the methodology, data analysis, conclusions, recommendations, and program modifications based upon the evaluations
- Provides problem solving assistance, interprets departmental policy, and establishes all procedures pertaining to the department's learning support services
- Develops website content, collateral literature, brochures, manuals, and other written materials related to learning support services
- Develops and facilitates workshops, seminars, and prepares presentations for campus professionals, students, tutors, and other constituents based on best practices in curriculum and instruction
- Interacts and maintains liaisons with students, faculty, staff and community agencies in facilitating program objectives
- Represents the department as it interfaces with academic departments and other units within the University in order to meet the goals established within the SALT Center
- Represents the department on campus committees and within relevant professional associations
- Serves as a member of the leadership team in the SALT Center and participates in strategic planning, budget forecasts, and articulating mission and vision of the department
- In conjunction with other staff develops projects and proposals for external funding and new revenue sources
- Supports the SALT Center through participation in a variety of department activities and projects

Minimum qualifications:

- Master's degree in reading, literacy, curriculum and instruction, or related field like instructional technology or special education with coursework in content area reading/literacy and pedagogy
- Experience planning, implementing, and evaluating content area reading strategies
- 2 years experience supervising tutor growth and/or teacher development

Preferred qualifications:

- Doctorate in an education field with a focus in reading or literacy
- 2 years experience working with a multidisciplinary staff on collaborative projects for improving learning and tutoring or teaching
- 2 years experience with classroom pedagogies in workshops or classrooms, with a focus on grouping, strategies for activating and building background knowledge, and other classroom learning strategies based in content area reading
- Demonstrated understanding of diverse learners, including those with learning and attention challenges
- Demonstrated understanding of uses of technology for multimodal learning
- Demonstrated skills in leading peer learning in pairs and groups
- Experience with management functions within a multipurpose, multi-discipline, comprehensive learning support center
- Understanding of summative and formative program evaluation in terms of evaluation methodology, multiple sources and multiple methods, data collection and analysis, conclusions and recommendations, and monitoring evaluation-based program improvements
- Knowledge of FERPA and ethical principles in working with tutors and students

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