



Foreign Language Laboratory Director Humanities

HUM/3

JOB SUMMARY

This position is responsible for directing the operations of the Foreign Language laboratory and for teaching courses in the discipline.

MAJOR DUTIES

- Develops, coordinates and teaches courses in the discipline.
- Maintains office hours.
- Serves on assigned committees.
- Advises students.
- Provides tutoring to foreign language students.
- Instructs students in the use of laboratory materials and equipment.
- Provides technical support for laboratory resources.
- Suggests lab work for students needing tutorial support.
- Assists in previewing and selecting lab materials and in maintaining lab equipment.
- Updates inventory of lab equipment and materials.
- Trains and supervises lab assistants.
- Conducts workshops in the use of lab materials.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the field of foreign languages.
- Knowledge of foreign language laboratory software programs.
- Knowledge of foreign language tutoring principles.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill in tutoring students.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Dean assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; and faculty, staff and student handbooks. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, tutoring and instructional duties. The unique needs of each student contribute to the complexity of the position.
- The purpose of this position is to instruct courses and direct the operations of the Foreign Language Laboratory. Success in this position contributes to the successful education of students and to compliance with accreditation standards.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office or classroom.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position supervises assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.