

DIRECTOR OF LEARNING RESOURCES

Under the direction of the Vice President of Student and Information Services, the Director of Learning Resources shall:

1. Plan, organize, administer, and evaluate the programs and operations of the Learning Resources Center including the Learning Assistance Lab (LAL).
2. Supervise and evaluate the activities and performance of the library and LAL staff.
3. Assist in screening candidates for positions in Learning Resources and make recommendations regarding the selection.
4. Encourage the effective use of the resources, services, facilities and equipment of the Learning Resources Center, including the ITV room, through cooperative efforts with faculty, administrators and staff.
5. Assist the faculty and administration in the planning, evaluation, and selection of learning resources materials, educational technologies, equipment and delivery systems.
6. Collaborate with faculty in the implementation of Internet and other technology-mediated distance learning courses, commensurate with administrative responsibilities.
7. Work cooperatively with appropriate administrators and the faculty in planning new programs and courses to determine the impact on present learning resources services and equipment.
8. Keep the Vice President of Student and Information Services informed through appropriate reports, of the utilization, operation and needs of the Learning Resources Center.
9. Prepare the Learning Resources Center budgets with input from the appropriate areas and approve expenditures.
10. Evaluate and acknowledge gifts to the Learning Resources Center.
11. Keep informed of current efforts and trends in the effective use of electronic and print resources, and make appropriate recommendations to the Vice President of Student and Information Services.
12. Provide reference and bibliographic services, and ADA accommodations services as assigned, commensurate with administrative responsibilities.
13. Provide administration and direction for all activities of the LAL including assessment, testing, tutoring, supplemental instruction, and counseling services.
14. Keep informed of current legislation and trends in providing accommodations for students with disabilities and provide institutional administration through the LAL.
15. Serve as an ex-officio member of the Learning Resources Committee.
16. Such other duties as assigned by the Vice President of Student and Information Services.

2-14-66; 1-10-83; 1-15-86; 11-99