

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Math Laboratory/Testing Center Specialist	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Mathematics	<b>REPORTS TO:</b>	Dean of Liberal Arts & Sciences
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**Position summary:** Under indirect supervision, this is a 12 month professional staff position reporting to the Dean of Liberal Arts and Sciences.

**Position responsibilities:**

- Assist in preparing tutorials, materials, supplies, and equipment for student and staff use.
- Assist with coordination of lab schedules for classes.
- Instruct in basic concepts, skills, and problem solving techniques taught in various courses.
- Develop and conduct tutorials with individual students and small groups of students.
- Assist in maintaining records and equipment.
- Facilitate a minimum of 16 sections during the 12-month term of the contract. Seven lab assignments shall be in the fall semester, seven lab assignments in the spring semester and two lab assigned in the summer. The lab specialist will be allowed to teach 2 additional labs in the fall, 2 labs in the spring semester, 1 lab during summer I, and 1 lab for summer II for additional pay.
- Assume duties including assignments on committees over and above assigned lab sections and office hours.
- Work cooperatively with faculty members in an effort to contribute to overall instructional effectiveness.
- Perform other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree in mathematics or mathematics education.
- Teaching experience at the college level preferred.
- Teaching experience through distance education preferred.

**Knowledge, Skills, and Abilities Required:**

- Must have a commitment to the philosophy of the college.
- Must have knowledge of math concepts and skills related to assigned laboratory.
- Must have knowledge of principles and problem solving skills related to math assignments.
- Possess effective student tutoring methods.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical classroom environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- Possible exposure to physical risk.
- Some travel may be required to off-campus centers.