

DEPARTMENT OF ENGLISH

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**DEPARTAMENTO DE INGLÉS**

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3103/3104 Associate Course Coordinators Job Description

Department of English
University of Puerto Rico at Mayagüez

Associate Course Coordinators are charged with assisting Course Coordinators with the oversight of multi-section courses. They are responsible for assisting in the assurance of consistency across all sections of the course and for assisting in supporting teaching assistants in their teaching and maintenance of standards across the sections of the course. In addition, the associate course coordinators are responsible for assisting in insuring implementation of assessment measures across all courses. Their duties are as follows:

- Assist in coordinating meetings of course instructors and teaching assistants as assigned by the Director of the Department, at least once each month, by taking minutes, assisting with copying handouts and publicizing the meetings, and insuring clear communication of requirements of the course to the TADS Coordinator and to their fellow TAs
- Assist in insuring that all teaching assistants assigned the course receive texts and master syllabi well before the beginning of the course
- Assist in supporting teaching assistants implement assessment measures and report assessment results to the assessment coordinator
- Assist in coordinating testing efforts as necessary
- Insure that new TAs have sample tests, quizzes, rubrics, exercises and activities to help them get started in the classroom
- Insure that new TAs understand testing procedures for assessment and other purposes as needed
- Convey necessary information to TAs from Course Coordinators and TADS Coordinator as necessary
- Convey TA concerns and needs to Course Coordinators and TADS Coordinator
- Act as mentors for incoming Teaching Assistants to insure quality of teaching by helping them to locate resources they need and to develop skills as teachers

Other requirements:

- Attend all course coordination meetings
- Attend all TADS sector meetings (*if 3 semester requirement for TAs has not yet been fulfilled*)
- Attend assessment meetings when necessary

Last Revised Thursday, August 14, 2008