SPANISH DIVISION: RESPONSIBILITIES OF LANGUAGE LEVEL COORDINATOR

- Oversee day-to-day operation of that level. Provide guidance and information on daily classroom practice.
- Develop guidelines for homework and other classroom work.
- Design -with T.A.s and other faculty in that level-and supervise evaluation procedures. All skills.
- Observe classes and hold conferences with T.A.s and adjunct faculty afterwards.
- Provide individual monitoring of level T.A.s as to teaching skills and methods.
- Request specific training as needed.
- Be available to students of that level for questions and problems.
- Review with general coordinator final student evaluations to improve delivery of instruction.
- Review grades –with T.A.s and other faculty- of level sections.
- Conduct ongoing classroom and teaching assessment.
- Review final student evaluations with level coordinators to improve delivery of instruction.
- Select books and supplementary materials.
- Design syllabi and evaluation procedures.
- Design oral skills assessment instruments.
- Maintain professional dialog to enhance teacher formation.

(2/11/2016)