

## SPANISH DIVISION: RESPONSIBILITIES OF...

### Language Program Coordinator:

Review goals and statements of overall program, and, if changes are necessary, these should be approved by the division.

Conduct necessary research to assess the program. For example: Placement procedures and student surveys.

Develop procedures to facilitate unity of purpose in the language program throughout all sections.

Develop specific ideas and guidelines for integration of available technology in the learning process.

Develop guidelines for assessment and evaluation of all skill at all levels.

Provide training sessions to the T.A.s as a group (professional development in-service workshops).

Review and update existing handbook materials to be shared with T.A.s and faculty.

Be available to students of all levels for questions and problems.

Interview outside staff, and if available, with input from level coordinators, recommend to chair for possible hiring.

Review final student evaluations with level coordinators to improve delivery of instruction.

### 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 on-going classroom and teaching assessment.

### BOTH:

Select books and supplementary materials

Design syllabi and evaluation procedures.

Design oral skills assessment instruments.

Maintain professional dialog to enhance teacher formation.