

Director of Developmental Studies

Serves as Activity Director for the Title III Developmental Studies Improvement Program and supervises and coordinates the work of the developmental studies program skills laboratory coordinators (Reading Lab, Math Lab, and English/Writing Lab). Evaluates student outcomes from the developmental instruction program. Evaluates placement test results of all students enrolled in Developmental Studies courses and identifies those students for whom additional assistance is necessary in the Academic Success Center Laboratory and/or with the skills laboratory coordinators. Conducts regular meetings with the developmental course faculty to discuss program needs and student performance. Analyzes results of the Freshman Post-Test to determine the strengths and weaknesses of the Developmental Studies Program curriculum. Engages in professional development activities for developmental education to enhance understanding, learn new strategies, and to improve the overall program of developmental studies. Submits a monthly Title III Time and Effort Report, Title III Quarterly Reports, Title III Annual Summary Reports, budget expenditure requests, and travel requests, in a timely manner. Teaches two classes during the fall and spring semesters and one class during the Summer Session.

Job Qualifications:

Master's degree from an accredited institution of higher education in the discipline of Reading, English, or Mathematics, and two years of supervisory experience. Strong organizational and time management skills and demonstrated ability to coordinate and collaborate with faculty and students to achieve common educational goals and objectives. Demonstrated critical thinking and computer literacy skills, and the ability to communicate effectively, orally and in writing.

Please submit résumé, three letters of reference and transcripts to the Office of Human Resources at Morris College, 100 West College Street, Sumter, SC 29150 or electronically to alawson@morris.edu.