

# CENTER FOR LANGUAGE AND CULTURE LEARNING ORGANIZATIONAL CHART

Spanish CLAS CORE

**Instructional Services Director**

**Claire Frances**

- Directs the operations of the CLCL.
- Collaborates with faculty, deans, campus service providers and administrators to enhance teaching and learning.
- Designs and coordinates programs, services, policies, strategic and tactical plans that contribute to academic success.
- Designs, develops, directs and coordinates resources, programs, facilities or services
- Reviews and approves budgets and makes recommendations on program spending.
- Monitors revenue and approves expenditures and participates in strategic financial planning.
- Advocates for funding necessary to meet program goals.
- Develops and implements policies and practices of a culture that supports staff engagement in the workplace.

80 %

100%

**Instructional Services Coordinator**

**Jack Doden**

- Maintains inventory, procures supplies, equipment, materials, and services within established guidelines.
- Trains faculty and TAs on OBS, VR, and podcasting.
- Supervises student technology assistants.

100%

**Instructional Services Specialist**

**Andy Lewis**

- Manages scheduling of CLCL spaces (PH 17, 18, 18A, 120).
- Trains faculty and TAs on CALL Lab.
- Manages CLCL communication (i.e., newsletter and website).
- Supervises supplemental instruction programs (tutoring and DiLs)

20 %

**Instructional Services Specialist**

**Luke Whitaker**

- Collaborates on community outreach and engagement initiatives (Iowa Intersections).
- Assists with design, development, implementation, and evaluation of Spanish GEP courses.
- Serves as liaison to TAs in both units.

## GENERAL CLCL INSTRUCTIONAL SERVICES SPECIALIST DUTIES:

- Designs and develops instructional materials, evaluating the effectiveness of strategies/pedagogical approaches.
- Consults and collaborates with faculty/staff in area of specialty.
- Administers and manages learning management system (ICON).
- Manages instructional support facilities, including the application of technology requiring specialized knowledge/skill.
- Assures facilities are in compliance with federal and state regulations pertaining to health and safety.
- Advises Director on budgetary needs or discrepancies.