

## DAP Position: Leadership Academy Coordinator

<b>Position Title:</b> Leadership Academy Coordinator
<b>Position Overview:</b> Under the supervision of the Director of Government and Community Relations and with guidance from the Leadership Academy Steering Committee, the Leadership Academy Coordinator will facilitate Leadership Academy training at Rio Hondo College. The Coordinator will work with designated support staff in the successful planning, promotion, and coordination of all Leadership Academy activities.
<b>Term Length<sup>1</sup>:</b> 1 academic year, Fall and Spring semesters only
<b>Next Term Start Date<sup>1</sup>:</b> Fall 2014 (position to be filled Spring 2014)
<b>Release Time Assignment<sup>1</sup>:</b> 20% per semester
<b>Current Faculty Member in Position:</b> Dennyse Clark
<b>Administrative Supervision:</b> Director, Government and Community Relations
<b>Key Duties &amp; Responsibilities:</b> <ol style="list-style-type: none"><li>1. Coordinate the College's Leadership Academy in accordance with established objectives for the Leadership Academy, and District Board Policies and Administrative Procedures.</li><li>2. Attend and facilitate all activities associated with the current Leadership Academy cohort.</li><li>3. Prepare and set up for Leadership Academy workshops, including preparing the environment, providing materials, and keeping attendance.</li><li>4. Evaluate the successful delivery of Leadership Academy workshops, retreats, and other activities on an ongoing basis.</li><li>5. Compose and send all correspondence related to Leadership Academy activities.</li><li>6. Co-chair the bimonthly Leadership Academy Steering Committee.</li><li>7. Work collaboratively with members of the Leadership Academy Steering Committee in Leadership Academy planning.</li><li>8. Work collaboratively with IT staff to identify, integrate, and assess technical requirements for effective delivery of Leadership Academy activities and events.</li><li>9. Recruit participants for the following year's Leadership Academy cohort.</li><li>10. Facilitate the use of spaces on campus to be used for Leadership Academy activities.</li><li>11. Assist with development and enforcement of operational policies and procedures for the Leadership Academy.</li><li>12. Contribute suggestions for improving and maintaining the Leadership Academy Web page.</li></ol>

13. Provide periodic updates to campus governance entities, including Board of Trustees, President's Office, Planning and Fiscal Council, etc.
14. Prepare reports as necessary in support of the Leadership Academy's strategic planning.
15. Assist in preparing the operational budget for the Leadership Academy.
16. Work with College staff to design and distribute promotional materials for the Leadership Academy.
17. Develop, implement, and update a personal professional development plan on an as-needed basis.
18. Perform related duties and responsibilities as assigned.

**Employment Standards (Knowledge of):**

1. Planning, organization, and direction of the current Leadership Academy at Rio Hondo College.
2. Operations, mission, and past activities of the Leadership Academy.
3. Capabilities of computer systems, software, and hardware used in facilitation of Leadership Academy activities.
4. "Best practices" in development and delivery of leadership training for adult learners.
5. Effective strategies for training and professional development.
6. Mission, philosophy, and goals of the College.
7. District organization, operations, policies, and procedures.
8. District constituency groups and leaders.
9. California Community College System and its functioning on state, local, and institutional levels.
10. Principles of business and personnel coordination.
11. Organization and coordination of records.
12. Conflict resolution practices.
13. Pertinent federal, state, and local laws, codes, and regulations.
14. Accessibility issues and regulations related to Leadership Academy activities.
15. Leadership training techniques designed to accommodate diverse learning styles and promote welcoming environments for participants from culturally diverse groups.

**Employment Standards (Skills & Abilities):**

1. Plan, direct, and coordinate operations of the Leadership Academy.
2. Identify and respond to faculty issues, concerns, and needs with regard to Leadership Academy activities.
3. Event planning and the organization and delivery of workshops.
4. Develop and maintain interpersonal relationships.
5. Establish feasible Leadership Academy program goals and evaluate program results.
6. Analyze situations accurately and adopt an effective course of action.
7. Apply and interpret pertinent laws, rules, regulations, and policies.
8. Communicate clearly and concisely, both orally and in writing.
9. Demonstrate interpersonal skills using tact, patience, and courtesy
10. Effectively operate and utilize computer equipment, software, information management systems, and course management systems in the performance of

duties.

11. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
12. Prepare comprehensive narrative and statistical reports.
13. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of Leadership Academy coordination.
14. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
15. Meet schedules and timelines.
16. Work independently with little direction.

**Minimum Qualifications:**

1. Master's degree in a related field preferred; Bachelor's degree considered.
2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students.

**Special Requirements:**

1. 1-2 years of college teaching or counseling experience.
2. 1 year experience as a Leadership Academy cohort or Leadership Academy Steering Committee member, or equivalent experience, preferred.

<sup>1</sup>The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.