

DAP Position: **Staff Development/FLEX Coordinator**

Position Title: Staff Development/FLEX Coordinator
Position Overview: Under the direction of the Vice President of Academic Affairs, the Staff Development/FLEX Coordinator will facilitate professional development activities on campus and coordinate FLEX involvement of faculty members at Rio Hondo College. The Coordinator will be advised by the Staff Development Committee in planning campus staff development opportunities and supported by a part-time clerical assistant in carrying out assigned duties in the Staff Development/FLEX Office.
Term Length¹: 2 academic years, Fall and Spring semesters only
Next Term Start Date¹: Fall 2014 (position to be filled Spring 2014)
Release Time Assignment¹: 15% per semester
Current Faculty Member in Position: Katie O'Brien
Administrative Supervision: Vice President, Academic Affairs
Key Duties & Responsibilities (Staff Development): <ol style="list-style-type: none">1. Under general direction, plan, develop, organize, and implement the policies, regulations, guidelines, and procedures pertaining to professional development programs at the College.2. Review, monitor, coordinate, and evaluate the functions and activities of professional development programs on campus.3. Serve as a resource to College personnel concerning a variety of integrated professional development programs.4. Chair regular meetings of the Staff Development Committee.5. Establish Staff Development Committee meeting agendas in conjunction with committee members.6. Conduct ongoing needs assessment for professional development training needs.7. Recruit and publicize professional development opportunities.8. Design and track proposals and evaluation forms related to professional development opportunities.9. Maintain records of professional development activities, evaluations, and expenditures.10. Serve as liaison to campus committees that include training and development concerns.11. Contribute suggestions for improving and maintaining the Staff Development Web page.

Key Duties & Responsibilities (FLEX):

1. Chair and document regular meetings of the FLEX Calendar Committee.
2. Prepare the annual re-application of Rio Hondo's FLEX program to the Chancellor's Office.
3. Keep the District and RHCFA informed of changes from the Chancellor's Office regarding the FLEX Calendar program.
4. Maintain FLEX accountability records for all full-time and part-time faculty members.
5. Report to appropriate supervisors the names of individuals who have not completed their FLEX hour obligation.
6. In consultation with the Staff Development Committee and the Vice President of Academic Affairs, organize and facilitate FLEX Day activities each semester, fall and spring.
7. Prepare and disseminate FLEX Day evaluations to appropriate supervisors.

Key Duties & Responsibilities (General):

8. Execute coordinator duties in accordance with established District Board Policies and Administrative Procedures.
9. Prepare reports as necessary in support of professional development and FLEX activities on campus.
10. Develop, implement, and update a personal professional development plan on an as-needed basis.
11. Perform related duties and responsibilities as assigned.

Employment Standards (Knowledge of):

1. Planning, organization, and direction of operations and activities related to professional development/FLEX.
2. Purpose and structure of the Staff Development Committee.
3. Capabilities of computer systems, software, and hardware used in facilitation of professional development/FLEX activities.
4. "Best practices" in effective professional development /FLEX programs and processes.
5. Mission, philosophy, and goals of the College.
6. District organization, operations, policies, and procedures.
7. California Community College System and its functioning on state, local, and institutional levels.
8. Policies and practices in serving community college students.
9. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
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, including applicable sections of the California Education Code.
14. Accessibility issues and regulations related to professional development/FLEX activities.

Employment Standards (Skills & Abilities):

1. Identify and respond to faculty issues, concerns, and needs with regard to professional development/FLEX activities.
2. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of professional development/FLEX coordination.
3. Coordinate activities to ensure compliance with established curriculum standards and requirements.
4. Work with campus stakeholders to monitor, evaluate, and modify services, curriculum standards, practices, processes, policies, and procedures to enhance professional development/FLEX programs.
5. Analyze situations accurately and adopt an effective course of action.
6. Apply and interpret pertinent laws, rules, regulations, and policies.
7. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
8. Communicate clearly and concisely, both orally and in writing.
9. Demonstrate interpersonal skills using tact, patience, and courtesy.
10. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
11. Prepare comprehensive narrative and statistical reports.
12. Effectively utilize computer equipment, software, information management systems, and course management systems in the performance of duties.
13. Meet schedules and timelines.
14. 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 students.

Special Requirements:

1. 1-2 years of college teaching or counseling experience.
2. 1 year experience as a member of the Staff Development Committee, or equivalent experience, preferred.

¹The 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.