DAP Position: Basic Skills Coordinator

Position Title:
Basic Skills Coordinator

Position Overview:
Under the direction of the Assistant Dean of Student Success and Retention, the Basic Skills Coordinator will plan, organize, control, and direct the operations and activities of designated basic skills programs, services, and courses at Rio Hondo College. The Coordinator will facilitate personnel, communications, funding resources, course work, and curricula in the delivery of smooth and efficient program activities that meet student needs.

Term Length[1]:
2 academic years, Fall and Spring semesters only

Next Term Start Date[1]:
Fall 2014 (position to be filled Spring 2014)

Release Time Assignment[1]: 40% per semester

Current Faculty Member in Position: Dr. Sergio Guzman

Administrative Supervision:
Assistant Dean, Student Success and Retention

Key Duties & Responsibilities:
1. Serve as co-chair of the Basic Skills Committee and primary campus representative for matters relating to basic skills.
2. Plan, organize, and direct all operations related to the Rio Hondo College Basic Skills Action Plan in collaboration with the Basic Skills Committee, basic skills area faculty, and other campus stakeholders.
3. Provide direct coordination for the ongoing development of current basic skills projects, including Summer Bridge, First-Year Experience, Gateway Tutoring, Springboard, Learning Communities, and others.
4. Coordinate educational activities to ensure compliance with established curriculum standards and requirements.
5. Coordinate activities and staff development functions to enhance the College faculty understanding of curriculum standards and requirements, as well as instructional coursework and strategies related to assigned basic skills programs.
6. Monitor and evaluate assigned basic skills programs and related instructional activities.
7. Support services to enhance the educational effectiveness of basic skills programs and capacity to meet student needs, enrollment demands, and growth.
8. Review, evaluate, and assist in modifying instructional curriculum, methods, and materials to meet program model standards.
9. Develop and maintain processes and procedures to provide educational support to basic skills students.

10. Assist in the development and preparation of basic skills program budgets; analyze and review budgetary and financial data; recommend expenditures; and assist in the preparation and maintenance of program contracts and grant applications.
11. Assist in the annual review of program effectiveness related to basic skills programs.
12. Execute coordinator duties in accordance with established District Board Policies and Administrative Procedures.
13. Contribute suggestions for improving and maintaining the Office of Student Success and Retention Web page.
14. Prepare reports as necessary in support of basic skills strategic planning.
15. Develop, implement, and update a personal professional development plan on an as-needed basis.
16. Perform related duties and responsibilities as assigned.

Employment Standards (Knowledge of):
1. The California Community College Basic Skills Initiative (BSI).
2. Instructional techniques, materials, and strategies related to basic skills.
3. Capabilities of computer systems, software, and hardware used in facilitation of basic skills activities.
4. "Best practices" of basic skills instruction and support.
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. Pertinent federal, state, and local laws, codes, and regulations, including Title 5 regulations and applicable sections of the California Education Code.
9. Policies and practices in serving community college students.
10. Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
11. Principles of business and personnel coordination.
12. Organization and coordination of records.
13. Budget preparation and control.
14. Conflict resolution practices.
15. Accessibility issues and regulations related to basic skills activities.

Employment Standards (Skills & Abilities):
1. Plan, organize, and direct the operations and activities related to basic skills programs, services, and courses.
2. Identify and respond to faculty issues, concerns, and needs with regard to basic skills programs, services, and courses.
3. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of basic skills coordination.
4. Coordinate activities to ensure compliance with establish curriculum standards and requirements.
5. Work with campus stakeholders to monitor, evaluate, and modify services, curriculum standards, practices, processes, policies, and procedures to enhance the educational effectiveness of basic skills programs.
6. Analyze situations accurately and adopt an effective course of action.

7. Apply and interpret pertinent laws, rules, regulations, and policies.
8. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
9. Communicate clearly and concisely, both orally and in writing.
10. Demonstrate interpersonal skills using tact, patience, and courtesy.
11. Effectively operate and utilize computer equipment, software, information management systems, and course management systems in the performance of duties.
12. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
13. Prepare comprehensive narrative and statistical reports.
17. Review institutional basic skills data and provide feedback to the Assistant Dean, Student Success and Retention.
14. Meet schedules and timelines.
15. Work independently with little direction and work collaboratively, as required.

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 Basic Skills Committee, or equivalent experience, preferred.

[1]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.