

## Basic Skills Coordinator Job Description

(Reassigned Time ~~TBD~~ .4 FTE for each of  
the two co-coordinators)

Responsibilities will include:

- Chair the Basic Skills Council
- Facilitate coordination and communication among departments teaching Basic Skills classes
- Implement the first steps of the Action Plan for 2008-09
  - Recruit faculty, staff and administrators to work on specific parts of the plan.
  - Prioritize the portions of the plan that can be implemented more quickly based on current funding
- Periodically communicate to the college community (e.g. Academic Senate, Deans, Classified Senate, etc.) and the Los Rios Board of Trustees how the work of the Basic Skills Initiative is progressing
- Assist new programs developed during the Education Initiative and the Basic Skills Initiative evaluate their effectiveness in serving Basic Skills students
- Meet regularly with VP-Instruction, VP-Student Services and AVP-Instruction to evaluate budget expenditures
- Work with the CTL to identify and provide professional development opportunities for instructors working with Basic Skills students
- Meet regularly with Research staff to keep abreast of the progress of Basic Skills cohorts
- Represent ARC at District-level Basic Skills Initiative meetings
- Prepare periodic report and planning documents
- Other duties as assigned

If you are interested in applying, please forward the following to Colleen Owings, Vice-President of Instruction by **Friday, April 18th**:

- a) Letter of Interest
- b) Resume (abbreviated)