

Basic Skills Coordinator Position Job Responsibilities

Under the guidance and direction of the Vice President of Instruction, the Basic Skills Coordinator provides operational oversight to the campus on the Basic Skills Initiative and related college activities. She provides training and support to all campus personnel and departments in the service of expanding the instructional services to students who assess into basic skills courses. In addition, she chairs the Basic Skills/Academic Community for Educational Success (ACES) committee (formerly known as the Emerging Scholars Institute—ESI) and makes recommendations on behalf of the committee to the Vice President of Instruction. She produces a yearly report of her activities, which she submits to the Office of Instruction.

1. Train or coordinate training for Cabrillo faculty in current trends and effective practices in basic skills education through flex workshops, division and department meetings, and individual sessions to:
 - a. Understand and participate in the California State Basic Skills Initiative
 - b. Assess and employ current effective practices at Cabrillo, in model programs at other colleges, and via appropriate organizations
 - c. Interpret and apply research (both local and external) in planning for basic skills courses and programs
 - d. Develop a coordinated action plan for the college's Academic Community for Educational Success—ACES

2. Facilitate meetings of the ACES Advisory Committee to:
 - a. Bring together a range of voices on-campus to advise on the development of ACES
 - b. Shape the logistics of ACES
 - c. Create task forces/subcommittees to focus on research processes, site visits and inquiry at other colleges, and distribution of resources.
 - d. Inform committee members of changes, new information, and progress towards developing ACES in accordance with planning at the state and regional levels.

3. Attend conferences and visit other colleges with programs that have goals and strategies that could inform ACES
 - a. Participate in regional conferences sponsored by the Basic Skills Initiative
 - b. Participate in conferences hosted by colleges sponsored by relevant bodies working towards improvement in developmental education (such as the one-day event at Laney College Nov. 9th)
 - c. Travel to colleges elsewhere in California to observe their coordinated basic skills efforts (such as a first-year experience, learning communities, centralized programs, etc.).

4. In coordination with the Vice President of Instruction and a budget analyst, monitor basic skills money from the state:

- a. Develop a process and forms to request and distribute funds for curriculum and professional development, instructional equipment, etc.
 - b. Consult with lab directors and other program chairs to provide in-class tutoring in basic skills classes where appropriate
 - c. Work with the Planning and Research Office to ensure that accountability measures are observed for expenditures as-needed.
5. Work with faculty to develop learning communities and other experimental approaches to basic skills education and related curriculum:
 - a. Advise faculty on the creation of new curriculum and courses
 - b. Troubleshoot related issues such as scheduling and advertising new cohorts and communities
 - c. Advise faculty on contractual matters related to developing learning communities and communicate new wrinkles to CCFT for future deliberation.
6. In consultation with Research and Planning, coordinate Cabrillo's self-assessment process and action plan for the Basic Skills Initiative
 - a. Communicate with faculty and staff across campus to identify existing strategies and programs at the college
 - b. Communicate with students services programs to identify existing support and potential gaps that could be filled via ACES (such as EOPS, Counseling, Financial Aid, etc.)
 - c. Document existing strategies and practices campus-wide
 - d. Work with PRO to complete self-assessment documentation for internal use and potential external audit
 - e. Fine tune the college action plan for submission to the state in May
7. Participate in campus planning leading up to the establishment of ACES
 - a. Attend relevant meetings/consult with the Facilities Planning and Advisory Committee to determine available space for ACES in Aptos and Watsonville, as well as possible dedicated classroom space.
 - b. Consult with grant writing effort to obtain Title V monies for Cabrillo that may serve to establish ACES
 - c. If the budget allows and the position is extended beyond 2009-2010, participate in staffing for ACES (determining staffing needs, developing job descriptions, recruiting & hiring).
 - d. Coordinate other planning for establishing and equipping ACES in phases.
8. Archive all campus basic skills activities.
 - a. Keep meeting notes for the ACES Committee
 - b. Archive meetings, self-assessment and other activities on the ACES web site.