

## Pre-Workshop Homework: Basic Skills Coordinator Description

1. List primary activities or jobs in the column to the left
2. List associated challenges (if any) to these activities/job in adjacent
3. List areas for improvement (or proposals for improvement) in the row at the bottom

1. Primary Activities/Jobs	2. Associated Challenges
<p><b>Basic Skills Coordinator</b></p> <p>Reports- To the CLASS Division Dean and works with the Vice President</p> <p>Reassigned time- 20% reassigned time</p> <p>Eligibility – Open to full time Contra Costa College Faculty</p> <p>Term – 2 years</p> <p><u>Duties and Responsibilities</u></p> <p>Coordinate Basic Skills Initiative plan, reporting, committee, and activities</p> <ul style="list-style-type: none"> <li>• Complete annual report for State BSI office and additional reports as needed</li> <li>• Oversee and monitor the Basic Skills Initiative budget</li> <li>• Act as a liaison with the State BSI office and CCC</li> <li>• Chair the Basic Skills Committee</li> <li>• Develop and coordinate the implementation of a plan to improve Basic Skills student success at CCC.</li> <li>• Coordinate assessment and research on basic skills outcomes</li> <li>• Ensure that basic skills funded activities are effective and improve basic skills student</li> </ul>	<p>The major challenge, as one might expect, is time. The position at CCC is only 20%, but that's mainly because, before becoming BSI coordinator, I was also the Faculty Tutoring Coordinator. I'm still in that position, which is a 50% position, and many of those duties correspond with duties of a typical BSI coordinator. Still, it can get overwhelming at times, and one wonders what will happen when my term is over and someone else has to take on the position.</p>

success

- Coordinate with the Academic Skills and ESL department as needed.
- Coordinate with Staff development to assess and offer basic skills training to faculty and staff
- Attend BSI workshops and conferences
- Assist Departments and programs implement BSI funded projects.
- Other duties as needed.

To apply:

Please submit a letter of interest to the office of the Vice President, indicating your interest and experience with Basic Skills and basic skills students and any special strengths and skills you would bring to the position.

**3. Suggested Improvements:**