

## **Basic Skills (BSI) Coordinator Position**

**Eligibility:** Open to full-time GWC faculty members

**Term:** Fall 2008 for one year (with prorated release time in Fall) and an opportunity to extend as mutually agreed for an additional two years.

**Compensation:** Reassigned faculty assignment for 6 LHE in reassigned time and/or stipend beginning Fall 2008. This compensation will be in addition to 3 LHE for each of five lead faculty in the areas of English, Math, ESL, Vocational Basic Skills, and Counseling.

### **Responsibilities Include:**

#### **Evaluating**

- Coordinate ongoing campus BSI self-assessment
- Complete annual report based on BSI Planning Matrix
- Coordinate with lead faculty and with Staff Development to assess the training needs of all faculty and staff related to working with basic skills students
- Coordinate assessment of students' basic skills needs
- Monitor progress of basic skills projects and evaluate effectiveness of plan components

#### **Training**

- Train or coordinate training workshops for faculty and staff in current trends and effective practices in basic skills education
- Attend appropriate training and conferences to remain current on BSI.
- Understand and participate in California State Basic Skills initiative
- Serve as an information resource for individuals and groups related to Best Practices in Basic Skills in accordance with planning at the state and regional levels

#### **Communicating**

- Co-chair the Student Success Committee
- Facilitate the development of a repository of best practices materials in the basic skills areas and bring campus wide awareness of these materials.
- Maintain a BSI website

#### **Coordination**

- Integrate and involve various basic skills departments
- Coordinate basic skills out-reach across campus
- Explore the possibility of developing learning communities which incorporate basic skills faculty
- Coordinate and monitor the BSI budget

#### **Student Support Services**

- Explore the feasibility of supplemental instruction and other experimental approaches to basic skills education and support
- Facilitate the development of support services based on the assessed student needs

#### **Application**

A letter of interest should be turned in to the College President's Office no later than 5pm Monday, \_\_\_\_\_ 2008 describing your experience with basic skills; including what special skills and strengths you would bring to this position