

**Basic Skills Coordinator  
Job Responsibilities**

1. Provide leadership for MPC's participation in the California Basic Skills Initiative.
  - a. Coordinate training for MPC faculty in current trends and effective practices in basic skills education through flex workshops, division and department meetings, and individual sessions to:
  - b. Assess and employ current effective practices at MPC, 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.
  
2. In consultation with Institutional Research, coordinate MPC'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. Document existing strategies and practices campus-wide.
  - c. Oversee the annual development of the college action plan and its timely submission to the state.
  
3. Serve as the link between the Basic Skills Committee and other campus efforts to improve student success (e.g. Lobo-TLC)
  - a. Ensure coordination across such initiatives
  - b. Provide leadership in the consideration of integration.
  
4. Coordinate attendance at conferences and visits to other colleges with programs that have goals and strategies that could inform the development of best practices at MPC.
  - a. Ensure MPC's participation in regional conferences sponsored by the Basic Skills Initiative.
  - b. Ensure MPC's participate in conferences hosted by colleges sponsored by relevant groups working towards improvement in developmental education
  - c. Travel to colleges elsewhere in California to observe their coordinate basic skills efforts and bring this information back to the MPC campus.
  
5. In coordination with the Administrative Co-Coordinator, monitor basic skills money from the state.
  - a. Develop and administer accountability measures for expenditures