

## **Basic Skills Initiative Report Plan and Budget for 2009-2010**

### **BASIC SKILLS COORDINATOR PRIMARY RESPONSIBILITIES**

This position requires collegial interaction with faculty, staff and students. The Basic Skills Coordinator should feel comfortable collaborating, brainstorming, and planning with diverse faculty, staff and student populations. The duties of the Basic Skills Coordinator include the following:

- Implementation of the College's basic skills plan and budget.
- Contextualization of basic skills to meet discipline needs (career, assignments, resources)
- Coordination of curriculum, assessment, and placement.
- Facilitation of current research-based philosophies and programs that serve students who may fall below college math and reading levels, and those within career-technical educations programs
- Creation and implementation of staff development modules in basic skills and developmental education
- Dissemination of information on current research, trends, and practices in basic skills and developmental education
- Establishing Student Support Center
- Coordination of faculty attending local and statewide conferences and training
- Involvement on district-wide committees on student success, basic skills, and/or developmental education
- Coordination of a fluent translation, between credit and non-credit courses
- Assessment of the effectiveness of plans and programs for student success