

## **BASIC SKILLS COORDINATOR** **Categorically Funded**

### **Essential Functions of Position**

Include chair Basic Skills Committee; develop and implement mechanisms to integrate Basic Skills Initiative into the institution; read, interpret and apply regulations, policies and procedures related to the Basic Skills Initiative; coordinate implementation of Basic Skills Initiative effective practices by collaboratively developing basic skills action plans for the college; coordinate ongoing faculty training in current trends and effective practices in basic skills education through flex workshops, division and department meetings, individual sessions, and Blackboard; communicate with faculty and staff across campus to assess existing strategies, support, and programs in order to coordinate assistance to basic skills students; in conjunction with faculty, assist in aligning departmental work on student learning outcomes and assessment with departmental basic skills initiatives; communicate progress on basic skills initiative activities to appropriate campus constituencies, including soliciting and creating mid-term and year-end reports; coordinate the preparation and submission of required assessments, action plans, midterm reports, and final year-end report due to the Chancellor's Office; monitor basic skills money from the State in coordination with Basic Skills Committee and budget analyst; attend district or state conferences or workshops on Basic Skills education; perform other duties similar in scope and function as assigned to improve the success of the basic skills student.

### **Minimum Qualifications**

Include a Master's degree from an accredited institution in an academic area in which learning assistance or tutoring is provided; OR a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory. **or** a valid California Community College Credential **or** the equivalent education and/or experience **and** understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

### **Desirable Qualifications**

Include experience in coordinating or planning developmental education or a basic skills program; maintaining and preparing records; knowledge of current technology including Blackboard or other course management system; working collaboratively with faculty and administrators; knowledge of current assessment methods in higher education; knowledge of student learning outcomes; experience with budgets and planning; familiarity with California Community College Basic Skills Initiative; effective oral and written communication skills.

### **Conditions of Employment**

177 duty days per year contingent upon funding.

### **Salary and Benefits**

Starting salary is \$51,992 - \$78,276 based on education and experience. A doctoral stipend of \$1,945 is available. In addition, the District offers an attractive fringe benefit package including health, dental, and vision coverage for the employee and dependents, and life insurance as well as disability coverage for employees. Employees are also members of the California State Teacher's Retirement System (CalSTRS).