

SAN DIEGO CITY COLLEGE
BASIC SKILLS INITIATIVE COORDINATOR
Reassigned Time Opportunity for 2008-09

Assignment:

To coordinate the activities of the Basic Skills Initiative, a 50% faculty non-classroom reassigned time position is available for 2008-09. This position reports to the vice president of instruction, who co-chairs the Basis Skills Committee. The individual selected will be the co-chair of the Basic Skills Committee and will work with faculty in English, ESOL, mathematics, counseling and other areas to implement the activities required under this initiative. Classified hourly support will be available to this position.

A range of disciplines and services are involved in the initiative, therefore, the coordinator will have a major responsibility to communicate broadly and effectively with many individuals and groups, as well as coordinating the preparation of a single final assessment and planning report.

Basic Skills Initiative Coordinator Responsibilities:

Basic Skills Assessment Tool and Action Plans

- Coordinate the preparation of the required Basic Skills Initiative assessment and action plans.
- Present the assessment and plans to the Basic Skills Committee.
- Assist in the preparation of the final report due to be submitted to the state chancellor's office.

Department Basic Skills Initiatives

- Assist departments in the implementation of basic skills initiatives such as supplemental tutoring, common assessment techniques, etc.
- As appropriate, align departmental work on student learning outcomes and assessment with departmental basic skills initiatives.

Research

- Serve as liaison between departments engaged in research and the college-based researcher. Communicate research activities to the Basic Skills Committee

Professional Development and Curriculum Training Activities

- Serve as liaison between vice president of instruction and faculty/departments engaging in basic skills professional development training.
- Assist, coordinate and/or lead basic skills faculty development training, conferences, and workshops.
- Assist in coordinating curriculum workshops for City faculty with high school teachers.

Budget

- Serve as liaison between vice president of instruction and faculty/departments engaging in basic skills activities requiring funding.
- Assist in monitoring funding.

Communication and Reporting

- Communicate progress on basic skills initiative activities regularly to the Basic Skills Committee, the Academic Senate, the Chairs' Cabinet, and other groups as appropriate.
- Provide a written report at the end of the semester on the outcomes of activities.

Application Process:

This position is open to both fulltime and adjunct faculty. Letters of interest (maximum of two pages) should be sent to Ron Manzoni, Vice President of Instruction at rmanzoni@sdccd.edu by 4:00 pm on Friday, April 18, 2008. Letters should address the job responsibilities and requirements described above. A subcommittee of the Basic Skills Committee will review applications and make a recommendation for the final selection.