

**SAN DIEGO MESA COLLEGE**  
**BASIC SKILLS INITIATIVE COORDINATOR/CHAIR PERSON**  
Reassigned Time Opportunity for the **2009/2010 Academic Year**

To coordinate the activities of the Basic Skills Initiative, a 40% faculty non-classroom reassigned time position is available for the 2008/2009 academic year. This position reports to the vice president of instruction. The individual selected will work closely with lead faculty in English, ESOL, Mathematics and other areas to implement the activities required under this initiative. This individual will chair both the Basic Skills committee and the Steering committee meetings which are held monthly. (Currently meeting from 9 – 12 on the 1<sup>st</sup> Friday of each month.) In addition, the person will serve on the Executive committee which meets weekly.

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.

**Basic Skills Initiative Coordinator Responsibilities:**

- 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
- Serve as liaison between departments engaged in research and the college-based researcher. Communicate research activities to the Committee
- 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.
- As a member of the Executive Committee, help oversee the approval of funds to faculty/departments engaging in basic skills activities.
- Assist in monitoring funding.
- Communicate progress on basic skills initiative activities regularly (at least twice per semester) to department faculty, the Mesa College Academic Senate (at least once a month meeting at 2:15pm on Monday), the President's Cabinet, and other groups as appropriate.
- Provide a written report at the end of each semester on the outcomes of activities.
- Coordinate the preparation of the required BSI assessment and action plans.