



Essential Learning Initiative (Basic Skills) Faculty Coordinator (20% Re-assigned Time)
One position each: ESL, English, Mathematics, Counseling

Under supervision of the Dean, Arts and Letters/Basic Skills, and in collaboration with the Essential Learning Initiative Steering Committee, the faculty coordinator plans, organizes, facilitates and evaluates the activities of the division, as provided for in the COS ELI action plan.

Duties:

- Represent the Division on the Essential Learning Steering Committee
- Facilitate communication from ELI to Division members
- Assure implementation of ELI projects within the Division as assigned by the steering committee
- Evaluate the success of ELI projects based on Steering Committee – SLOs for ELI (basic skills)
- Assist in designing instructional support material and activities for supplemental learning and basic skills
- Assist in developing instructional intervention strategies for the retention of underprepared and at-risk students as well as strategies for enhancing student learning at all levels, within the basic skills, adult education, degree-applicable and transfer curriculum
- Support faculty in implementing the ELI projects and plans

Minimum Qualifications:

- Current assignment as a full-time or adjunct faculty member in English, English as a Second Language, Mathematics, Counseling, or a reasonably related discipline.

Desirable Qualifications:

- Enthusiasm for and commitment to the goals of the ELI.
- Evidence of sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Knowledge of the unique needs of under-prepared students and adult learners.
- Knowledge and experience using instructional methodologies appropriate for supplemental learning and basic skills instruction including individualized instruction and directed learning activities.
- Background, coursework and/or teaching experience in developmental (Basic Skills) instruction
- Demonstrated commitment to participating in professional activities, continued education, and improvement of skills.
- Demonstrated ability to work enthusiastically with classroom faculty to foster student success.
- Demonstrated skill in using innovative teaching methods, instructional design, and assessment strategies, especially for basic skills students.



Essential Learning Initiative (Basic Skills) Faculty Co-Chair (20% re-assigned time)

Provides academic leadership in internal and external communications and research concerning basic skills and developmental education; serves as COS representative to statewide entities in order to establish and maintain best practices criteria consistent with the goals of the California Community Colleges' Basic Skills Initiative.

Duties:

- Encourage campus-wide communication on and involvement in the Essential Learning Initiative (ELI)
- Ensure the accomplishment, evaluation, and continuous improvement of ELI annual strategic goals
- Co-Chair ELI Steering Committee meetings
- Represent ELI to Academic Senate
- Represent ELI to College Council
- Chair effective practices subcommittee
- Prepare required reports on basic skills activities
- Assist in the analysis and interpretation of basic skills data
- Assist in the review of budget requests and processes
- Assist in the design and delivery of faculty training sessions
- Attend statewide events as necessary

Minimum Qualifications:

- Current assignment as a full-time or adjunct faculty member in English, English as a Second Language, Mathematics, Counseling, or a reasonably related discipline.

Desirable Qualifications:

- Evidence of sensitivity to and understanding of the diverse academic socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Knowledge of the unique needs of under-prepared students and adult learners.
- Knowledge and experience using instructional methodologies appropriate for supplemental learning and basic skills instruction including individualized instruction and directed learning activities.
- Background, coursework and/or teaching experience in developmental (Basic Skills) instruction
- Demonstrated commitment to participating in professional activities, continued education, and improvement of skills.
- Demonstrated ability to work enthusiastically with classroom faculty to foster student success.
- Demonstrated skill in using innovative teaching methods, instructional design, and assessment strategies, especially for developmental level students.

Reports to Dean, Arts and Letters/Basic Skills