

## **Invitation to Apply: Basic Skills/Equity Coordinator**

The Academic Senate invites interested full-time and adjunct faculty to apply for the position of Basic Skills/Equity Coordinator. We are looking for a faculty member to take over the coordinator role for a two year term beginning 2014-15, renewable once. Reassigned time will be provided. A summary overview of the duties and desired qualifications is provided below.

Interested persons may apply by answering the following questions: (limit: 1 page)

1. Why are you interested in being the Basic Skills/Equity Coordinator?
2. What has been your experience with Cañada's Basic Skills and Equity Committees or similar programs at Cañada or other colleges?
3. What unique contributions would you bring to the position?

Completed applications shall be submitted to Anniqua Rana (rana@smccd.edu) by Friday, September 8, 2014. The applications will be reviewed by a committee consisting of members of the Academic Senate Governing Council, Basic Skills and Equity Committees, and the Dean of Athletics, Learning Resources & Library, and then recommendations will be made to the Vice President of Instruction and President.

### **Duties include:**

- work with the administrative co-chair to set up meetings and implement Basic Skills and Equity plans
- ensure Basic Skills/Equity members, faculty, and other relevant stakeholders provide adequate input into BSI and Equity plans
- monitor Basic Skills and Equity initiatives to increase retention and success for underprepared students with basic skills needs, and provide support to projects as needed
- monitor all activities to ensure compliance with the letter and spirit of state regulations, federal rules, and other guidelines specific to the Basic Skills Initiative, Equity, Accreditation Planning Agendas, and other relevant accountability mandates
- collect, assemble, distribute, and post all relevant documents in preparation for compiling reports and informing stakeholders
- write summary reports on Basic Skills and Equity activities, including the annual BSI Allocation Final Report and Action Expenditure Plan and Equity Plan due to the State Chancellor's office; deliver department, division, and college-wide presentations on BSI work & Equity activities
- coordinate professional development activities, such as, attendance to the RP Group's annual Student Success Conference and other Basic Skills and Equity conferences, workshops, webinars and trainings
- Monitor developments at the state level by participating in state and national dialogues and contribute to regional and statewide change
- collaborate with staff, faculty, the Office of Planning, Research, and Institutional Effectiveness (PRIE) to explore effective ways to evaluate and assess impacts of new and ongoing interventions in order to give feedback about the success of academic and student support initiatives

### **Desired qualifications include:**

- demonstrated ability to teach at the Basic Skills/Equity level;
- experience leading a Basic Skills/Equity program or other faculty-led program;
- skills in outreach, promotion, program development;
- effectiveness in supporting and fostering student success and excellence.