

Invitation to Apply: ACES Coordinator

The Academic Senate and Office of Instruction announce the reopening of the position of ACES (Basic Skills and Equity) Coordinator. All full-time and adjunct faculty are invited to apply.

Hours: 12.5 hours/week

Compensation: Full-time 0.33 reassignment per semester, Part-time paid hourly (non-instructional load rate)

Term: 2 years Aug. 2017- May 2019

Review the duties and desired qualifications listed below. Interested persons may apply by answering the following three questions in approximately one page.

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

Email your application to Sarita Lopez lopezs@smccd.edu, by 5 p.m. April 14

If there is more than one applicant, the applications will be reviewed by a screening committee who will forward finalists to the Vice President of Instruction. Faculty who would like to serve on the screening committee to review the applications for this position should contact Doug Hirzel (Hirzel@smccd.edu).

Duties include:

- lead the development of the Basic Skills and Equity plans while ensuring the effective contributions of all stakeholders and consultation with the Academic Senate
- monitor and provide support to Basic Skills and Equity initiatives
- 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
- coordinate, implement, and monitor the ACES Inquiry process in collaboration with other relevant professional development groups on campus
- collaborate with administration to write and submit state-mandated reports
- deliver department, division, and college-wide presentations on BSI work & Equity activities
- provide regular reports to the Academic Senate on BSI and Equity plans and activities
- participate as a member of the Instructional Planning Council
- coordinate professional development activities on campus with the Professional Learning Committee
- participate in Student Success/Basic Skills/Equity conferences, workshops, webinars and trainings
- monitor developments at the state level and contribute to state and national dialogues for change
- collaborate with staff, faculty, and the Office of PRIE to explore effective ways to evaluate and assess impacts of new and ongoing interventions

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.