

Position Description:

Flex Day Coordinator

Background

To achieve its goals of providing “educational and student services programs that help students meet their unique academic goals,” and “investing institutional resources on the structures, processes and practices that focus on a diverse student and staff population, promote excellence, equity, inclusion and transformative learning,” the College provides resources for dedicated faculty leadership for innovation and excellence in teaching and learning.

Role: Flex Day Coordinator

In collaboration with the Division of Academic Support and Learning Technologies, the Office of Instruction, and the Academic Senate, provide leadership on the coordination and scheduling of faculty professional development opportunities offered as part of the flexible calendar programming. Ensure the College provides professional development opportunities that promote innovative, excellent teaching and learning for all students.

Core Responsibilities

In this leadership position, the Flex Day Coordinator’s responsibilities exceed those of serving on a college committee and are different from those enumerated in [Appendix D1](#) of the AFT contract.

Co-Chair Professional Development Committee

- Co-chair of Professional Development Planning Committee (PDPC)
- Non-voting member of Academic Committee for Equity and Success (ACES)
- Ensure the Professional Development Planning Committee fulfills its responsibilities as a college-wide planning committee as that relates to flexible calendar programming
- Ensure that Flex Day programming is aligned with the priorities as laid out in the Education Master Plan and Strategic Enrollment Management Plan and any subsequent Annual (operational) Plans

Coordinate Flex Day Planning (in collaboration with the Academic Senate Governing Council)

- Call for proposals, vet and draft scheduling, promote participation, and evaluate events, in coordination with the other Co-chair of Professional Development Planning Committee, the ASLT Dean
- Ensure faculty approval of the Flex Day agenda in a timely manner.
- Meet with Skyline and CSM PD coordinators for planning district-wide PD and Flex Day events and resources
- Work with district-wide team to ensure content libraries and website information are updated and accessible to college employees

Coordinate faculty professional development opportunities

- Work closely with the Coordinator of Online Instruction to facilitate professional development related to excellence in online teaching and learning
- Collaborate with the Classified Senate President regarding the professional development needs of classified staff
- Work closely with the Faculty Equity Coordinator to help ensure quality professional development to support faculty achieve equitable outcomes for all students
- Work closely with the Faculty Learning Coordinator to facilitate professional development related to improving teaching and learning, curriculum design, student learning and program learning outcomes, and pedagogy

Communicate effectively and regularly with all constituencies regarding Flex Day and flexible calendar programming and requirements

- Regularly review, update and maintain (keeping all information accurate and current) the College [Professional Development Planning Committee and Flex Day websites](#).
- Update Academic Senate and other governance bodies on any changes to reporting and participation requirements for faculty, as communicated by the CCCCCO.
- Serve as contact point for CCCCCO Flexible Calendar communications and support ASLT Dean in yearly mandated reporting requirements

Reassignment Expectations

0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester.

Part-time faculty paid hourly (non-instructional load rate)

Term: 2 years, renewable

Application

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

1. Why are you interested in being the Flex Day Coordinator?
2. What has been your experience with professional development coordination (e.g., initiatives, committees, workshops) or similar programs at Cañada or other colleges?
3. What unique contributions would you bring to the position?

Complete applications will be reviewed by a screening committee who will forward finalists to the Vice President of Instruction.

Applicants for this position and faculty who would like to serve on the screening committee to review the applications for this position should email David Eck (eckd@smccd.edu) and Natalie Alizaga (alizaganatalie@smccd.edu).

Please submit your application by end-of-day, Friday, February 11th.