



SPECIAL ASSIGNMENT POSITION DESCRIPTION

AB 705 ESL Implementation Lead (One position)

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The AB 705 Implementation Lead's role is twofold: to lead and coordinate AB705 reforms within their discipline, and to represent their discipline in relevant conversations at Hartnell and with external partners to ensure a smooth implementation of AB705. A non-exhaustive list of groups this person will work with in this effort includes students, faculty, counselors, Admissions, Student Academic Support Programs, and Institutional Research.

Reports to: Dean of Academic Affairs (Languages, Learning Support, and Resources)

SAMPLE DUTIES AND RESPONSIBILITIES:

- ◇ Participate as a member of the AB705 Implementation Team.
- ◇ Represent your discipline in conversations, work groups, etc., during the implementation of AB 705.
- ◇ Meet regularly with your discipline to ensure timely discipline-wide input, as necessary.
- ◇ Meet regularly with your discipline to ensure important information is being reported back to them.
- ◇ Liaise with all other AB705 efforts and assist in reporting tasks and other College-wide efforts.
- ◇ Coordinate with Student Academic Support Programs to ensure effective support services are designed for your discipline: tutorial, supplemental instruction (SI), etc.
- ◇ Coordinate faculty project leads within discipline and with Director of Continuing Education:
 - a. ESL Teaching Strategy (writing/reading across curriculum; professional development) Coordinator, and
 - b. Noncredit ESL Program Enhancement Coordinator.

DELIVERABLES EXPECTED:

- ◇ Monthly reports to Dean, including time and effort reports.
- ◇ Regular updates to AB 705 implementation Team.
- ◇ Timely support to AB705 implementation subgroup efforts and execute assigned action items (e.g., communication plans, scheduling, professional development).
- ◇ Attend professional development opportunities around AB705 implementation, and provide a report-out to counseling division upon return.
- ◇ Facilitate communication across disciplines (includes meeting with Counseling, Math and ESL leads).
- ◇ Provide continuous evaluation of placement process and outcomes.
- ◇ Prepare monthly summary report of progress to date.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- ◇ Knowledge of and participation in AB705 efforts to date.
- ◇ Experience teaching in the represented discipline.
- ◇ Experience working across programs on a multi-part project.

TERMS OF APPOINTMENT:

- ◇ The anticipated term of assignment begins August 2019 and concludes the final day of Fall semester. Continuation in the assignment is anticipated in subsequent semesters with additional compensation and will be dependent upon showing of satisfactory performance and progress.
- ◇ Compensation in Fall 2019 semester will be 0.2 reassigned time or stipend of \$8,500.
- ◇ Time commitment is expected to be on average 7 hours a week.
- ◇ Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURE:

1. Submit a letter of intent that specifies your interest in and addresses your qualifications for the assignment (maximum 1 page).
2. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Wednesday, July 17, 2019, at 3:00 p.m.