



SPECIAL ASSIGNMENT POSITION DESCRIPTION

AB 705 Placement Pathways Lead

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The AB 705 Placement Pathways Lead will work collaboratively with Placement Office Staff, Counselors, Guided Pathways and AB 705 Counseling Implementation Leads to facilitate successful implementation of AB 705 compliant placement processes and procedures. The Placement Pathways Lead will work to support new placement processes and support students, train Hartnell faculty and staff, serve as a resource for both counselors and the Placement Center, and will liaise with other AB 705 efforts as related to the work on this project.

REPORTS TO: Dean of Student Success

SAMPLE DUTIES AND RESPONSIBILITIES:

- ◇ Assist in creating and facilitating Placement workshop format, presentation, and supporting materials.
- ◇ Work with College Pathways team to continue to develop career/transfer/placement interventions at the high schools.
- ◇ Evaluate Placement Workshop effectiveness (develop/edit rubric).
- ◇ Assist Lead in streamlining Placement Form/Multiple Measures Form usage, communication, rules, etc.
- ◇ Assist Lead with training faculty, developing student placement scenarios, handbook/guides, etc.
- ◇ Facilitate and help troubleshoot the inclusion of GED/HiSET into Placement Tool.
- ◇ Partner with AB 705 Leads, Math/English Faculty, Counseling team, and Admissions & Records to develop a plan to place Concurrent and Dual enrollment students.
- ◇ Assist Lead in creating and vetting Placement Challenge Form, or other related forms.
- ◇ Meet regularly with Lead and Assessment/Placement staff.
- ◇ Liaise with other AB705 efforts as related to their work.
- ◇ Serve as a representative on the AB 705 Communication Subgroup & Meta-Majors committee.
- ◇ Prepare monthly summary report of progress to date.

DELIVERABLES EXPECTED

- ◇ Monthly reports to Dean, including time and effort reports.
- ◇ Schedule, and evaluate effectiveness of a minimum of 10 placement workshops by the end of Fall 2019.
- ◇ Development and/or Revision of key materials for Placement Process such as: New Placement Form (a.k.a. Multiple Measures form), Placement Challenge form, major change forms, training materials, and guides for Counselors.

DELIVERABLES EXPECTED (continued)

- ◇ Inclusion of GED/HiSET information on online Placement Tool.
- ◇ Development of strategies for College Pathways Team to focus on career exploration/placement at the high schools.
- ◇ Produce Placement Workshop monthly schedules.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- ◇ Knowledge of and participation in AB 705 efforts to date.
- ◇ Experience teaching COU23 and/or other Career Exploration methodologies.
- ◇ Experience working across programs on a multi-part project.

TERMS OF APPOINTMENT

- ◇ The term of the assignment will be Summer 2019 and Fall 2019 semesters, however the project may continue through Spring 2020. Continuation in the assignment from one semester to the next will be dependent upon showing of satisfactory performance, progress, and if there is additional work needed to be completed.
- ◇ Time commitment is expected to be an average of 5 hours a week for 6 weeks during Summer 2019, and 5 hours per week for 18 weeks during Fall 2019.
- ◇ Compensation will be a stipend of \$7,800 (\$1,950 for Summer 2019 and \$5,850 for Fall 2019).
- ◇ Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (max. 1 page). Specify your discipline and preferred course of assignment.
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 Friday, May 31, 2019, at 3:00 p.m.