



SPECIAL ASSIGNMENT POSITION DESCRIPTIONS

Faculty Developers (2) and Trainer (1) for Culturally Responsive Pedagogy & Practices

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

Applications are invited for faculty developers to implement culturally responsive pedagogy and practices in Fall 2023, in accordance with the goals of the Chancellor's Office Initiative to increase Culturally Responsive Pedagogy and Practices at the district level. Activities under this program are funded directly by the Chancellor's Office.

Reports to: Vice President of Academic Affairs, or other designated area administrator

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

1. Developer for **Cultural Curriculum Audit**

Develop programs and activities that enable faculty to engage in deep analysis of their current course syllabus and assignments in order to create a more nurturing and affirming classroom situation that welcomes students from all backgrounds. This work should continue the initial work done at Hartnell based on the model by faculty at Long Beach City College. Goal is to work toward improving student outcomes for retention and completion.

2. Developer for **Cultural Humility Toolkit**

In year 1, follow the Cultural Humility Toolkit provided by the statewide Academic Senate and customize the Toolkit to guide Hartnell faculty to reflect and work through the elements of the Toolkit, and craft a cultural humility plan to improve responsiveness to the needs of Hartnell's students on both a course and institutional level. In year 2 for continuing appointments, organize faculty work groups to implement all elements of the plan.

3. Trainer for **Base Level Skills for Online Instructors**

Design and implement training to address the goal of the Distance Education Committee, which is a renewed commitment to excellence in distance education. Build on faculty skills in online teaching techniques to exceed introductory skills with more responsive and relevant online teaching strategies. Train faculty to create a more inclusive and culturally sensitive online learning environment, centered in robust training in best practices in online pedagogy.

DELIVERABLES EXPECTED:

1. Regular status reports on progress made related to grant objectives
2. Project timelines and monitoring for milestones and tasks
3. Workshop/activity/training materials

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience in planning and coordinating college-related activities.
2. Training or experience in best practices in college teaching, including culturally responsive teaching, strategies for inclusion, student engagement
3. Strong interpersonal skills and collaborative working relationships
4. Good organizational skills and a demonstrated ability to plan and follow through on projects.
5. Strong written and oral communication skills.

TERMS OF APPOINTMENT:

1. The term of assignment will be one academic year. Continuation in assignment from one semester to the next will be dependent on the demonstration of satisfactory performance and progress as determined by the supervisor.
2. Assignment will commence Fall semester 2023 and will end at the end of Spring 2024 semester. Time commitment is expected to be up to 35 days per year.
3. Compensation will be a stipend of \$8,500 per semester.
4. Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURE:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (maximum 1 page). Please list the specific special assignment title for which you are applying.
 - Developer for **Cultural Curriculum Audit**
 - Developer for **Cultural Humility Toolkit**
 - Trainer for **Base Level Skills for Online Instructors**
2. Submit to HR **by email to work@hartnell.edu only.**
3. Deadline for submission is Thursday, May 18, 2023, at 12:00 p.m.
4. Selection of successful candidate(s) will be determined by a committee comprised of appropriate administrators and the Academic Senate president or designee.