



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Data Coach for 2019-2020 Academic Year (5 Open Positions)**

#### **DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:**

Five data coaches, one for each College Redesign Team (Pre-Enrolled Students Team, Entering Students Team, Continuing Students Team, Completing Students Team, and Facilitation Team) will be trained to assist and work with the College Redesign Guided Pathways Coordinators, the Director of Institutional Research, and their specified team lead to facilitate brief, coordinated presentations and discussions at the start of each team meeting, and to act as a liaison and bring data related issues to data coach meetings

**REPORTS TO:** Dean of Institutional Planning, Research, and Effectiveness

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

- Participate in a two-hour training during Convocation on Friday, August 9, 2019.
- Attend monthly 90-minute data coach meetings in a given semester, led by the Director of Institutional Research, where data will be discussed and contextualized in preparation for upcoming team presentations. These meetings will occur on the third Friday of each month from 1:00-2:30 p.m.
- Attend and participate in monthly 90-minute team meetings as an acting team member; facilitate brief coordinated presentation and discussion at the start of each team meeting; bring data questions and concerns back to the data coach meeting for discussion. Place presentation materials for team meetings on the canvas team shell prior to the meeting date. A list of regular team meeting times for the 2019-2020 academic year is included below:
  - Pre-Enrolled Students Team: meets the first Friday of the month from 9:00-10:30 a.m.
  - Entering Students Team: meets the first Friday of the month from 1:00-2:30 p.m.
  - Continuing Students Team: meets the first Tuesday of the month from 3:00-4:30 p.m.
  - Completing Students Team: meets at the Alisal campus on the fourth Friday of the month from 9:00-10:30 a.m.
  - Facilitation Team: meets on the second Monday of the month from 3:00-4:30 p.m.

#### **DELIVERABLES EXPECTED:**

- Certificate of completion of Hartnell College data coach training.
- Collection of contextualized data shared and discussed at team meetings. These materials will be placed on Canvas by the data coach prior to each meeting.
- Submission of a complete data coach survey that will be used in improving the program.

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- A demonstrated ability to follow through on projects.
- Comprehension of the Guided Pathways framework, and how it may impact student outcomes and/or prior College Re-Design experience.
- Demonstrated ability to clearly present material in a concise manner, to facilitate discussion, and to stay on schedule.
- Knowledge of Canvas and/or the willingness to be trained at the Professional Development Center (PDC) on your own time.

**TERMS OF APPOINTMENT:**

- This is a temporary assignment for a faculty member for a period of up to 1 year. The initial term of the assignment will be Fall 2019, with continuation into a second semester dependent upon satisfactory performance, scheduling, and funding.
- The faculty member will receive a \$700 stipend for the semester.
- Time commitment is expected to be on average 10-12 hours a month.
- Monthly time and effort reports are required to be submitted to and be discussed with supervisor.

**APPLICATION PROCEDURES:**

1. Submit a brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page). Clearly state and rank preference for which team (or teams) fit into your Fall 2019 schedule. Also explain why you are interested in working with data.
2. Submit to HR in person (D-108) or by email to [work@hartnell.edu](mailto:work@hartnell.edu).
3. Deadline for submission is Wednesday, May 15, 2019 at 3:00 pm.