



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Faculty Professional Development Coordinator in the Learning and Innovation Center

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Faculty Professional Development (FPD) Coordinator provides support to all faculty in the creation, implementation, and tracking of professional development activities.

The FPD Coordinator works collaboratively with the Vice President for Student Success and Teaching Excellence, the Vice President of Human Resources, the Vice President of Information Technology, and Academic Senate leadership. The FPD Coordinator serves as a faculty co-chair of the District's Professional Development Committee. The FPD Coordinator is a resource to the District in the implementation and documentation of professional development within the Chancellor's Flexible Calendar program and related activities.

REPORTS TO: Vice President for Student Success and Teaching Excellence

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Share responsibility to conduct meetings of the District's Professional Development Committee (PDC).
2. Prepare and publish meeting agendas and minutes on the committee website.
3. Serves as liaison to and attends meetings of the Academic Senate Faculty Professional Development Committee.
4. Maintain professional development web pages update as needed
5. Collaborate with District administration to plan, coordinate, and establish priorities for faculty professional development activities through the Learning and Innovation Center.
6. Curate and offer professional development content for faculty to serve district priorities and faculty needs.
7. Communicate with faculty the calendar of professional development opportunities, and training in support of the district's commitment to equity, inclusion, and learner-engaged pedagogy.
8. Track and inform faculty of committee decisions on professional development activity proposals.
9. Maintain database documentation of individual faculty professional development obligations, and compliance with faculty flex requirements.
10. In cooperation with the Vice President for Student Success and Teaching Excellence, prepare end-of-year report of professional development activities as required by the District and Chancellor's Office.
11. In cooperation with the Vice President of Human Resources and the Faculty Professional Development Committee, conduct annual needs assessment and evaluation of professional development and faculty flex activities to create an annual professional development plan for faculty.
12. Collaborating with the VPSSTE and VPHR, maintain subject-matter expertise on legal and regulatory requirements pertaining to community college professional development and implementation of a Flexible Calendar program, per Title 5 provisions.

DELIVERABLES EXPECTED:

1. Partner with the Vice President of Information Technology to assist with developing and maintaining flex reporting requirements.
2. As the co-chair of the District's Professional Development Committee, work with the Vice President of Human Resources to plan, organize and present the year's flex activities, including the all-college Fall Rally and Spring Student Success Conference.
3. Curate and maintain the Faculty Professional Development webpage, including an updated activity calendar.
4. Maintain resources for potential faculty flex and professional development activities within the Learning and Innovation Center.
5. Submit year-end reports of professional development activities for Hartnell College and the Chancellor's Office to the appropriate administrator.
6. Post professional development activities and requirements for each succeeding year by the end of the Spring term, as required by the Chancellor's Office.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience with selecting and evaluating faculty flex and professional development activities.
2. Knowledge of state guidelines for the implementation of a Flexible Calendar program.
3. Experience and commitment to learner-centered pedagogy and inclusive teaching practices.
4. Demonstrated high level of organizational skills.

TERMS OF APPOINTMENT:

1. The initial term of assignment will be one year. Continuation in the assignment for a second year will be dependent upon satisfactory performance and progress as determined by the supervisor.
2. Assignment will commence October 1, 2023 and conclude June 30, 2024.
3. Time commitment will vary weekly and is expected to be 5-6 hours per week on average. Part of this commitment will be the week before the start of the fall and spring semesters, as well as the last week of May.
4. Compensation will be a stipend of \$14,000 per year.
5. Monthly time and effort reports are required to be submitted and discussed with supervisor.
6. Part time faculty are invited to apply.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Maximum of 1 page)
2. Submit to HR by email to work@hartnell.edu only. Please do not bring paper applications to the Human Resources office or email HR staff individually.
3. Deadline for submission is Monday, September 11, 2023, at 5:00 p.m.

VPAA approved: