



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 of Academic Affairs, 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 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 of Academic Affairs

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Share responsibility to conduct meetings of the Professional Development Committee (PDC).
2. Prepare and publish meeting agendas and minutes on the committee website.
3. Brief Academic Senate on PDC activities at least twice per semester.
4. Brief Distance Education committee on PDC activities at least twice per semester.
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. Using a web-based interface, communicate with faculty to announce a calendar of professional development opportunities such as ACUE modules, @One courses, cohort-based learning programs, and other 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 using a web-based interface such as Vision Resource Center.
10. In cooperation with the Vice President of Academic Affairs, 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, conduct annual needs assessment and evaluation of professional development and faculty flex activities.
12. In cooperation with the Vice President of Human Resources, create an annual professional development plan for faculty.
13. 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. Quarterly report to Vice President of Academic Affairs and Vice President of Human Resources, outlining status of completed professional development activities.
2. Maintain resources for potential faculty flex and professional development activities within the Learning and Innovation Center.
3. Submit year-end reports of professional development activities for Hartnell College and the Chancellor's Office to the appropriate administrator.
4. 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 August 1, 2023 and conclude June 30, 2024.
3. Time commitment is expected to be 8-10 hours per week.
4. Compensation will be a stipend of \$7,000 per semester.
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, July 24, 2023, at noon.

VPAA approved: July 3, 2023