



## SPECIAL ASSIGNMENT POSITION DESCRIPTION

### **FLEX Coordinator**

#### **DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:**

The Flex Coordinator is responsible for providing support to all faculty and staff in relation to the development, implementation, and tracking of professional development activities for flex credit, and for writing and submitting college and state reports documenting those activities. The Flex Coordinator will work collaboratively with the Vice President of Academic Affairs and the Academic Senate and serve as a co-chair of the Professional Development and Flex Committee. The Flex Coordinator will serve as a resource to faculty in the implementation and documentation of the flexible calendar program.

#### **REPORTS TO: Vice President of Academic Affairs**

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

- ◇ Share responsibility to conduct meetings of the Professional Development & Flex Committee.
- ◇ Prepare and publish meeting agendas and minutes on committee website.
- ◇ Brief Academic Senate on committee activities at least twice per semester.
- ◇ Collaborate with the college administration to plan, coordinate, and manage development of the agenda for January flex day activities.
- ◇ Communicate with faculty and staff individually and as a group regarding professional development opportunities and committee approval or denial of flex activity requests and proposals.
- ◇ Maintain database documentation of individual faculty flex contracts and compliance with flex requirements.
- ◇ In collaboration with the Professional Development Center, develop a website calendar and coordinate on-campus professional development activities for faculty and staff.
- ◇ In cooperation with the Vice President of Academic Affairs, prepare end-of-year report of flex activities as required by the District and Chancellor's Office.
- ◇ In cooperation with the Associate Vice President of Human Resources, conduct annual needs assessment and evaluation of professional development/flex activities.
- ◇ In cooperation with the Associate Vice President of Human Resources, create an annual professional development plan.
- ◇ Maintain subject-matter expertise on legal and regulatory requirements pertaining to community college professional development and implementation of a flexible calendar program.

**DELIVERABLES EXPECTED**

- ◇ Monthly report of completed flex activities.
- ◇ Maintain a database of potential flex and professional development activities.
- ◇ Year-end reports of flex activities for Hartnell College and the Chancellor's Office.
- ◇ Establish allowable flex activities for 2019-2020 and each succeeding year, according to the mandates of the Chancellor's Office.

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- ◇ Experience with flex and professional development activities.
- ◇ Knowledge of state guidelines for the implementation of a flexible calendar program.
- ◇ Demonstrated high level of organizational skill.

**TERMS OF APPOINTMENT**

- ◇ The initial term of assignment will be two academic years. Continuation in the assignment from one semester to the next will be dependent upon showing of satisfactory performance and progress.
- ◇ Assignment will commence Fall semester 2019 and will end at the end of the Spring 2021 semester.
- ◇ Time commitment is expected to be at least 6 to 10 hours per week.
- ◇ Compensation will be a stipend of \$6,000 per semester.
- ◇ 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)
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 p.m.