



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Professional Development Coordinator

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED

The Professional Development Coordinator provides support to all faculty and staff in relation to the development, implementation, and tracking of professional development activities, and writes and submits college and Chancellor's Office reports documenting Flex (flexible calendar) activities. The Professional Development Coordinator will work collaboratively with the Vice President of Academic Affairs, the Vice President of Human Resources, and the Academic Senate leadership. The Professional Development Coordinator will serve as a faculty co-chair of the Professional Development Committee. The Professional Development Coordinator will serve as a resource to the District in the implementation and documentation of Professional Development within the flexible calendar program.

REPORTS TO: Vice President of Academic Affairs

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Share responsibility to conduct meetings of the Professional Development Committee.
2. Prepare and publish meeting agendas and minutes on committee website.
3. Brief Academic Senate on committee activities at least twice per semester.
4. Collaborate with District administration to plan, coordinate, and manage development of the agenda for Spring term Professional Development activities.
5. Collaborate with District staff and administration to prepare for the full implementation of a web-based communication and monitoring system, and integrate with the Chancellor's Office Vision Resource Center.
6. Train and coach faculty in the use of the web-based system, and select and offer professional development content through a web-based process.
7. Using a web-based interface, communicate with faculty and staff individually and as a group, announce professional development opportunities, and inform faculty and staff of committee decision on Professional Development activity proposals.
8. Maintain database documentation of individual faculty Professional Development contracts and compliance with Flex Professional Development requirements using a web-based interface.
9. In collaboration with the Professional Development Center, provide front-end user information within a web-based system including dashboards, tracking completions, Flex obligations, and calendar of events.
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/Flex activities.

12. In cooperation with the Vice President of Human Resources, create an annual professional development plan.
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. Monthly 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 Flex and professional development activities in a web-based interface.
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, according to the mandates of the Chancellor's Office.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience with selecting and evaluating Flex and professional development activities.
2. Knowledge of state guidelines for the implementation of a flexible calendar program.
3. Familiarity with web-based communication and tracking systems.
4. Demonstrated high level of organizational skill.

TERMS OF APPOINTMENT

1. The initial term of assignment will be one academic year. Continuation in the assignment for a second year will be dependent upon satisfactory performance and progress.
2. Assignment will commence July 1, 2021 and conclude at the end of the Spring 2022 semester.
3. Time commitment is expected to be 8-10 hours per week.
4. Training in the web-based interface is offered in weekly sessions throughout the summer. Some portions of training modules may be completed individually outside of scheduled sessions.
5. Compensation will be reassigned time at 25% of load or a stipend of \$7,000 per semester.
6. Monthly time and effort reports are required to be submitted and discussed with supervisor.
7. 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 Alma Arriaga.
3. Deadline for submission is Monday, June 7, 2021, at 3:00 p.m.

VPAA approved: May 18, 2021