



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Salinas Valley Promise (SVP) Course Developer & Faculty Mentor For the 2020-2021 Academic Year (2 Open Positions)

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

SVP Course Developer & Faculty Mentors will collaborate with the SVP Lead Course Developer to develop an online version of the Counseling 21 course, participate in training, and collaborate with one another to develop equity based practices for delivering online delivery of the Counseling 21 course, as well as develop student success workshops to be implemented in Fall 2020 and Spring 2021 to support the first-time, full-time students in the Salinas Valley Promise Program.

REPORTS TO: Director of Student Affairs Equity Programs

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Collaborate with SVP Lead Course Developer to develop online activities (discussions, projects, videos, etc.) to enhance community building and engagement of students enrolled in COU 21.
2. Participate in the development and implementation of a two-day professional development training, to take place in July 2020, to develop equity based practices for teaching and learning in online environments.
3. Collaborate in a community of practice with other instructors to refine strategies for virtual delivery of course activities based on existing curriculum and COU 21 course outline. The community of practice will meet weekly during course implementation and monthly thereafter.
4. Develop and deliver supplemental virtual workshops for SVP program participants to be implemented in Fall 2020. Examples include: educational planning workshops, SMART Goal setting, time management, etc.
5. Faculty teaching counseling course in support of SVP will be responsible for tracking a cohort of students throughout the year, providing additional follow up services, and utilizing technology to help track student progress towards meeting SVP requirements and goals.
6. Participate in training, as needed, to utilize instructional technology and virtual student support platforms effectively.

DELIVERABLES EXPECTED:

1. Development of a Canvas shell for COU 21, complete with group activities and supplemental materials.
2. Development of professional development training, to take place in July 2020 (exact dates to be determined), in collaboration with SVP Lead Course Developer.

3. Participation in at least four community of practice meetings beginning in August 2020.
4. Development of COU 21 Canvas Shell enhanced with inclusive, interactive, and community building activities that can be implemented in an equity focused online learning environment.
5. Submission of a complete Salinas Valley Promise program mentor survey that will be used in improving the program

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Must meet the minimum qualifications to teach courses within the Counseling discipline.
2. Demonstrated commitment to supporting student success.
3. Knowledge of equity based retention strategies and pedagogical practices.
4. Experience teaching online and providing engaging instruction to students from diverse backgrounds.
5. Ability to use technology to deliver instruction and monitor and track student success and retention.

TERMS OF APPOINTMENT:

1. This is a temporary assignment for a period of up to one year.
2. Compensation will be a \$3,500 stipend for the entire project.
3. 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 your experiences using technology for teaching and learning. Also explain why you are interested in working with students in the Salinas Valley Promise program.
2. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Friday, July 10, 2020, at 3:00 p.m.