



JOB DESCRIPTION

TEACHING & LEARNING COORDINATOR

(Previously Professional Development Coordinator)

Faculty Tri-Chair, Teaching and Learning Committee

Senate Officers Committee, Ex-officio Member

1.00 0-50 LED Reassigned Time Fall & Spring Semester

Two-Year Term

This position is open to all full-time faculty at Cuyamaca College

The Teaching and Learning Coordinator role is split between two faculty members who have two-year terms; each faculty member will have 0.50 reassigned time. The terms will be staggered to ensure continuity. The Teaching & Learning Coordinators will work collaboratively with the Dean of Student Success and Equity, the Institutional Effectiveness, Success, and Equity Office, and the Professional Development Committee Teaching and Learning Committee. The Teaching and Learning Coordinators will report to the Academic Senate and the Student Success & Equity Council.

The duties and responsibilities, and application process are detailed below.

Programming and Collaboration

1. Bring an equity-minded and anti-racism focus and expertise to professional development activities and the coordinator position.
2. Develop the direction and priorities of professional development based on the College's strategic priorities and commitment to racial equity, social justice, and student-centered practices, in addition to needs assessments and AB 1725 guidelines.
3. Plan, coordinate, and disseminate professional development activities (as outlined above) during flex weeks and throughout the year for all employees (faculty, classified, and administrators);
4. Plan, coordinate, and disseminate onboarding and retention program for all employees (faculty, classified, and administrators):
5. Provide vision and collaborative leadership for the College's Center for Teaching & Learning;
6. Collaborate with the Teaching & Learning Committee on #2-5;
7. Collaborate with the Student Success & Equity Coordinator and the Office of Institutional Success and Equity on equity-minded programming and professional learning;
8. Assist the Student Success & Equity Coordinator in facilitating the Equity Minded Teaching & Learning Institute;
9. Plan and coordinate the Teaching Dialogues Community of Practice and the Equity in Grading Community of Practice with the Distance Education Coordinator;
10. Assist in facilitating Flex/PD Week activities and events, including convocation
11. Collaborate with the EEO Site Leads to provide equity-minded professional development related to Equal Employment Opportunity, and the hiring and retention of diverse employees.
12. Collaborate with the chairs of councils and committees to provide professional development for their members, related to the College's strategic priorities and commitment to racial equity, social justice, and student-centered practices;
13. Collaborate with the Student Success and Equity Council ~~Dean of Student Affairs and the Culture & Community Circle advisory group~~ on programming for students related to social justice and racial equity;

14. Consult with mentoring, assessment, and other faculty leaders to ensure a cohesive professional development program that addresses students', the faculty's, and the Colleges' needs;
15. ~~Consult with the District Professional Development Specialist and the Professional Development Coordinator at Grossmont College~~ Consult with professional development colleagues at Grossmont College and the District on district-wide professional development activities;
16. ~~Maintain currency in professional development issues;~~

Assessment, Budgets, and Reporting

17. Coordinate the annual needs assessment and professional development activity evaluations, using a variety of data (disaggregated success and retention data, employee surveys, etc.) and develop annual goals for professional development;
18. Coordinate the assessment of professional development activities;
19. In collaboration with the Teaching & Learning Committee chairs, participate in the allocation of professional development funds to support the College's goals and priorities (as stated above) and in accordance with state regulations. Equity and anti-racism activities/events will be prioritized.
20. ~~Work together with the Office of Institutional Effectiveness, Success, and Equity (Professional Development Administrator) in the development of the~~ In collaboration with the Dean of Student Success and Equity, develop the campus Professional Development budget. Equity and anti-racism activities/events will be prioritized.
21. ~~Work together with the Dean of Student Success and Equity in preparing the required annual state reports for professional development;~~ **(The Dean will complete the reporting)**
22. Review faculty professional development activities (VRC external training requests) to ensure they support the College's goals and priorities and meet state regulations.

Employee Assistance & Communication

23. Assist employees in applying for professional development funds;
24. Collaborating with the Cuyamaca Vision Resource Center Administrator to assist employees in utilizing the Vision Resource Center and to troubleshoot any technological errors;
25. Collaborating with the Cuyamaca Vision Resource Center Administrator to assist employees with flex week workshops in the VRC and submitting attendance rosters;
26. Communicating with faculty about professional development obligations and reporting faculty who have not met this obligation to payroll;
27. Communicating with the campus about professional development opportunities, flex week, and professional development deadlines;
28. Maintaining and updating content for the Professional Development website, the Teaching & Learning Center website, and appropriate faculty and staff resources;

Committee Membership and Meetings

29. Serve as an ex-officio member of the Senate Officer's Committee and as a resource person for Academic Senate and other committees as needed;
30. Serve as a member of the Student Success & Equity Council (2nd and 4th Friday, 9-11am)
31. Serve as Tri-Chair of the Teaching and Learning Committee (3rd Wednesday, 2:30-4pm)
32. Attend local, state, and national professional development meetings and conferences, including the regular regional meetings of 4CSD (California Community Colleges Council on Professional Development); maintain currency in professional development issues.

Semesters	RT Value
Spring	0-50 <u>1.00</u>
Fall	0-50 <u>1.00</u>