

EAST LOS ANGELES COLLEGE
EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

PROFESSIONAL DEVELOPMENT COORDINATOR

Instructor Special Assignment

(0.6 FTE – 21 Hours/week, D-BASIS ASSIGNMENT, 12-Months)

DEADLINE DATE TO FILE: **November 20th - 4:00pm** Issue Date: October 30, 2017

East Los Angeles College (ELAC) is inviting applications from qualified individuals for a 0.6 FTE Professional Development Coordinator to start January 3, 2018.

The Professional Development Coordinator contributes to the enrichment of faculty and supports the implementation of a comprehensive professional development plan to improve student success across all college programs and services. The Coordinator leads and works with the college's professional development committee, Office of Professional Development staff, and specialized facilitators. The Professional Development Coordinator advises and assists the faculty who participate in such programs and conducts appropriate evaluations of professional development activities. The Professional Development Coordinator also provides leadership, planning, budget guidance and evaluation of the Professional Development Plan and performs other related duties as assigned by the supervisor.

The Professional Development Coordinator is an integral position in a team of professionals working in the college's Office of Professional Development. The Professional Development Coordinator is supported by office and programmatic staff to develop and implement professional development activities. The Professional Development Coordinator reports to the respective supervising dean within the Office of Institutional Effectiveness and Advancement.

REQUIRED MINIMUM QUALIFICATIONS: Applicants must meet the minimum qualifications of his/her teaching discipline. ***Status as an adjunct, probationary, or tenured faculty member is required.***

DESIRED QUALIFICATIONS:

- Teaching experience at the community college level.
- Knowledge and understanding of:
 - Design, planning, development, implementation and evaluation of professional development projects and activities
 - Effective practices in teaching/learning theory and adult learning pedagogy
 - Effective practices in learning assessment, curriculum development
 - Effective practices in instructional technology
 - State policies and initiatives related to professional development, basic skills, equity, and student success

- Integrated planning and procedures
- Principles and practices of effective leadership and training

The applicant should also be sensitive to and understand the diverse academic, socioeconomic, and ethnic backgrounds of community college faculty, staff, and students.

DUTIES AND RESPONSIBILITIES:

- Develop and report on the progress of a comprehensive faculty professional development plan to improve student success across all college programs and services.
- Plan inclusive professional development activities that support the college mission: "Increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies."
- Publicize activities and evaluate their effectiveness.
- Evaluate faculty professional development needs through needs assessment surveys and by consulting with the Professional Development Committee.
- Chair the Academic Senate's Professional Development Committee, participate on Academic Senate as a voting member, and serve as liaison to the District Professional Development Committee. Participate in other college committee(s) as needed.
- *In collaboration with the supervising dean, the Professional Development Committee, and faculty*, facilitate and contribute to the development, organizing, monitoring and evaluating of professional development activities aligned with the college's plans. (e.g. Educational Master Plan, Student Equity Plan, Basic Skills Initiative, Accreditation Self Study, Student Support and Success Plan, Distance Education).
- Make recommendations to the college's planning committees on integrating effective professional development strategies into the college's plans.
- *Collaborate effectively with other faculty* and on professional development activities to ensure alignment with Professional Development Plan (e.g. New Faculty Institute, Adjunct Support, Leadership, etc.).
- *In conjunction with the supervising dean*, collaborate with the Professional Development staff to ensure that the Teaching and Learning Center is meeting faculty professional development needs.
- *Work collaboratively with full-time Classified Professional Development Coordinator*, upon selection, *and the Professional Development staff* to help ensure that classified staff and administrator professional development needs are met.
- Ensure appropriate approval of Opening Day programming by the Professional Development Committee and the Academic Senate.
- *Work with the Professional Development Committee and Professional Development staff* to facilitate the implementation of the Opening Day program.
- *In conjunction with the supervising dean and the Professional Development staff*, complete the Professional Development Program Review/Annual Update Plan (AUP).
- *Collaborate* with local colleges, universities, community organizations and agencies to provide opportunities for ELAC faculty to participate in professional development activities.
- Participate in meetings and available trainings in the most current practices/initiatives related to professional development.
- Assist faculty with the implementation of strategies learned through professional development activities.

- Promote and encourage centralized professional development planning, programming, and logistical considerations with campus-wide constituencies for the purpose of aiding all faculty offering professional development activities.
- Provide final review and approval for faculty Flex requests based on guidelines approved by the Professional Development Committee and Academic Senate.
- In conjunction with the full-time Classified Professional Development Coordinator, serve as campus-wide contact and trainer in Equal Employment Opportunity (EEO) basics for hiring committee participants and committee monitors.
- Perform other related duties as may be assigned.

EVALUATION PROCEDURES:

1. A college selection committee will review all completed and approved applications received. The committee screening will involve an evaluation of the candidate's qualifications in the areas of training, experience, and personal fitness as determined from the application package and recommendations from referents.
2. Selected candidates will be invited for an interview following the committee screening.
3. Based upon the committee recommendation, finalists will interview with the college President and Dean of the Office of Institutional Effectiveness and Advancement, who will make the final selection.

FILING AN APPLICATION:

All interested applicants must submit the following to the Office of Institutional Effectiveness and Advancement, Attn: Professional Development Coordinator Selection Committee, East Los Angeles College, 1301 Avenida Cesar Chavez, Monterey Park, CA 91754 no later than **Monday, November 20, 2017.**

- 1) A detailed letter of interest addressing the responsibilities;
- 2) A current resume.

After review of application materials by the selection committee, candidates will be contacted only if selected for interviews.

Immediate filing is recommended. For questions regarding the application process, please contact the Office of Institutional Effectiveness and Advancement, East Los Angeles College at (323) 415-4152.

Equal Employment Policy: The policy of the Los Angeles Community College District is to implement equal opportunity to all qualified candidates for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition (cancer related), sexual orientation, or veteran status. Positive action will be taken to ensure that this policy is followed in all personnel practices including recruitment, hiring, placement, upgrading, transfer, demotion, and treatment during employment, rate of pay or other forms of compensation, selection for training, layoff or termination. A vigorous equal employment opportunity program will be maintained to ensure a diverse work force and to achieve expected representation of qualified members of underrepresented groups through the implementation of specific result-oriented plans and procedures (Board Rule 101301). East Los Angeles College is an Equal Opportunity Employer.