



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

Noncredit ESL

Professional Development Coordinator

20% Assignment

Closing Date: April 10, 2015

Objectives of Assignment:

1. To ensure the adoption and sustainment of the English Literacy and Civics Education (EI Civics) grant-funded instructional training and technology as part of the integral, ongoing faculty development practices within the Noncredit ESL division.
2. To create and coordinate a robust professional development program that improves the quality of instruction and student learning in the Noncredit ESL division.
3. To facilitate instructor access to discipline-specific training and workshops that address the student learning needs as evidenced by course and program student learning outcome assessments.
4. To support all faculty members in their professional growth.
5. To promote a community of practice by guiding instructors to reflect on their teaching practices and share their knowledge with colleagues to promote the common goal of student success.
6. To create sustained instructional changes within the division that respond to student assessment findings with the incorporation of instructional technology and communicative learning techniques.

Description of Assignment:

The coordinator will be a full-time instructor in Noncredit ESL who is responsible for the tasks and activities outlined below in order to meet the objectives of the assignment. The coordinator will integrate the instructional training and technology requirements of the EI Civics grant into the division's ongoing staff development and program improvement efforts. These professional development activities will be designed to improve course and program student learning outcomes, respond to assessment findings, support program planning, and meet the instructional objectives of the grant.

Tasks and/or Activities Required:

1. Serve as a professional development leader and mentor to approximately 80 adjunct instructors, which comprise 93% of the faculty in the Noncredit ESL division.
2. Assess previous faculty evaluations to determine instructional skills most in need of improvement.
3. Conduct faculty surveys to identify areas of professional interest within the context of the EI Civics grant specifications.
4. Establish workshop series designed to improve the quality of instruction in the division as informed by student learning trends and program plans.

5. Expand the current “peer observation” program to offer instructors learning opportunities by observing one another’s teaching (similar to the observation room in the Faculty Center for Learning and Teaching).
6. Provide training and assess best practices on a variety of subjects, including technology in the classroom, communicative language activities, student-centered learning, collaborative learning, interactive workshops, study groups, and action research.
7. Provide opportunities for instructors to reflect on their training, implement it in the classroom, and share it with colleagues.
8. Establish a “level leader” program to provide extended peer mentoring, as well as facilitate consistency within each of the six ESL levels offered in the division.
9. Measure the effectiveness of faculty development workshops.
10. Participate actively in statewide staff development and training events.

Preferred Qualifications:

GCC Noncredit ESL Instructor
Experience conducting faculty evaluations
Experience in ESL program management
Experience in staff development and faculty training

Stipend and/or Released Time: 20% Released Time

Term of Assignment: Two year, subject to an annual review by the RT/EP Committee and the availability of funding.

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to _____.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



APPLICATION FORM
Noncredit ESL
Professional Development Coordinator
20% Assignment
Closing Date: April 10, 2015

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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