**Contra Costa College**

**Reassigned Time Job Description**

**Term: AY 2017-18**

**Reassignment – \_20\_% per semester -**

**Job Title: Basic Skills Initiative Coordinator**

**Start Date:**

**Reporting Relationship:**

**General Description of Job/Scope of Responsibility:**

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| The coordinator has oversight of CCC’s Basic Skills Initiative plan, which is reported to the State and focuses on activities and interventions aimed at improving student movement from basic skills to college-level classes. |

**Duties and Responsibilities:**

* Chair the Basic Skills Committee
* Oversee BSI proposals and funded projects
* Coordinate BSI efforts with college departments, Student Services, and the Office of Research and Planning, as needed
* Coordinate with Staff Development on mainstreaming the process of supporting Staff and Faculty Development projects
* Act as liaison between State BSI office and CCC
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	+ Stay up-to-date on statewide BSI information via monthly Webinars and listservs
* Meet with Dean of Liberal Arts Division on a regular basis to discuss budgetary issues, upcoming projects, procedures, and strategies
* Serve on the Integrated Planning Committee
* Oversee and monitor the BSI budget

**Deliverables:**

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| * What: Chair the Basic Skills Committee
	+ Provide leadership for the improvement of basic skills student success
	+ Prepare agendas for meetings
	+ Keep meeting minutes
	+ Communicate meeting dates and times with committee members
	+ Reach out to different constituencies to ensure balanced representation on committee
	+ Do outreach to various campus constituencies to inform them of available funding
	+ Disseminate information about BSI goals and available funding
 |
| When: as needed / monthly meetings |

2.

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| * What: Oversee BSI proposals and funded projects
	+ Meet with interested faculty members to discuss projects ideas and assist them in writing funding requests, if necessary
	+ Share funding requests with committee members and collect relevant feedback from them
	+ Inform faculty requesting funding of committee decisions, recommendations, questions
	+ Ensure timely reporting on projects – ensure that basic skills improvement efforts are assessed and decisions are made according to assessment information
	+ Review project reports; use relevant data and information for reports to the State
 |
| When: as needed  |

3.

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| * What: Act as liaison between State BSI office and CCC
	+ Stay up-to-date on statewide BSI information via monthly Webinars and listservs
 |
| When: monthly / as needed |

4.

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| * What: Maintain and update information on the BSI folder on the P-drive
	+ Post approved meeting minutes [Public folder]
	+ Post updated application and report forms [Public folder]
	+ Post budgetary information [Private folder]
	+ Post funding requests and reports [Private folder]
 |
| When: monthly / as needed |

5.

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| * What: Meet with Dean of Liberal Arts Division on a regular basis to discuss budgetary issues, upcoming projects, procedures, and strategies
 |
| When: weekly |

6.

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| * What: Serve on the Integrated Planning Committee
	+ Meet with responsible persons from Equity, 3SP, and BST funds to coordinate plans and reports
	+ Collaborate with the Integrated Planning Committee on reports to the State
 |
| When: as needed |

7.

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| * What: Oversee and monitor the BSI budget
	+ Work closely with the Clerical Assistant to keep track of budget
	+ Communicate with project leads to ensure that funded projects are on track and relevant time cards are turned in in a timely manner
	+ Make sure that projects are within allotted budgets
	+ Determine how to cover budgets that are overspent
	+ Meet with Business Officer 1-2 times per semester to review BSI budget and plans
 |
| When: as needed |

8.

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| What:  |
| When:  |

\*Per DVC Procedure 2090.07, Reassigned Time Guidelines, this job description describes the non-instructional tasks that have been determined to meet special technical, educational, or administrative needs at DVC. The computation of faculty reassigned time is derived from the following: FTE reassigned x 35 = weekly hours of reassigned duties.