**Contra Costa College**

**Reassigned Time Job Description**

**Term: AY 2017-18**

**Reassignment – \_25\_\_% per semester -**

**Job Title: Adult Education Block Grant (AEBG) Coordinator**

**Start Date:**

**Reporting Relationship:** Dean of Liberal Arts

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

|  |
| --- |
| CCC is part of the Contra Costa County Adult Education Consortium (CCCAEC), established with the goal of redesigning a coordinated Adult Education system that accelerates students’ academic and career success. The Consortium is collaborating to develop academic and career pathways and transition support services that amplify the adequacy and quality of existing services in the following program areas:   1. Adult Basic Education (ABE), Adult Secondary Education (ASE), Basic Skills 2. English as a Second Language (ESL) 3. Adults in the workforce (including older adults) 4. Adults training to support child school success 5. Adults with disabilities 6. Career Technical Education 7. Pre-Apprenticeship Training   CCC and District colleges are working to establish clear pathways for students in the targeted areas of:   1. Adult Basic Education (ABE), Adult Secondary Education (ASE), Basic Skills 2. English as a Second Language (ESL) 3. Career Technical Education/Pre-Apprenticeship Training   In collaboration with the AEBG Steering Committee and a college workgroup, the AEBG Coordinator(s) will provide leadership for and coordination of the development of “bridge” programs that facilitate transition of students from Adult School to Community College, identify and develop strategies that enhance student retention after transition, examine data on student progress through college programs to jobs/careers or transfer to universities, ensure the integration of instructional and student services to provide appropriate, student-centered interventions that support student success.  Minimum Qualifications:  The minimum qualifications specified for one of the disciplines taught at Contra Costa College.  Desirable Qualifications:   * Demonstrated commitment to working with the adult population * Project management experience * Experience teaching in one of the target areas above. (Basic Skills English or math , ESL, CTE)   Compensation:  Each AEBG Coordinator position is a .25 faculty reassignment (the amount of reassigned time may be negotiable, depending on scheduling needs). Depending on interest, the two coordinator positions may be combined into one .50 reassignment.  Duration:  2017-2018 academic year, with possible renewal for 2018-2019 academic year |

**Duties and Responsibilities:**

* Provide leadership for the development of educational pathways and other services for adult education students.
* Work with faculty to develop “bridge” programs (may include curriculum development, credit and/or noncredit, development of learning communities, etc.)
* Attend workgroup meetings of the CCCAEC and report back to relevant CCC committees and constituent groups regarding Consortium activities.
* Assist departments and programs with identifying and implementing AEBG-funded projects.
* Work closely with the Adult and Alternative Education Transition Specialist to identify activities that support AEBG objectives, including serving in an advisory capacity concerning program/pathway-specific support for students.
* Coordinate AEBG-related efforts with those of other programs and initiatives at the college that strive to reach similar goals.
* Provide recommendations concerning professional development needs related to serving adult learners
* Assist in the completion of CCCAEC reports as needed.
* Perform other duties as needed.

**Deliverables:**

|  |
| --- |
| What: |
| When: |

2.

|  |
| --- |
| What: |
| When: |

3.

|  |
| --- |
| What: |
| When: |

4.

|  |
| --- |
| What: |
| When: |

5.

|  |
| --- |
| What: |
| When: |

6.

|  |
| --- |
| What: |
| When: |

7.

|  |
| --- |
| What: |
| When: |

8.

|  |
| --- |
| 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.