**Contra Costa College**

**Reassigned Time Job Description**

**Term: AY 2017-18**

**Reassignment – \_\_40\_% per semester -**

**Job Title: Professional Development Coordinator**

**Start Date: Fall 2016-Spring 2018**

**Reporting Relationship:** Planning Committee, and Reports out to Academic Senate

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

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| The Professional Development Coordinator will manage all elements of committee meetings, and will guide the college in the creation of professional development activities. The Coordinator will verify that all professional development activities fall within the state guidelines. The Coordinator is responsible for maintaining accurate records of campus wide professional development participation, and will provide yearly reports. The Coordinator will create and publish reports necessary for accreditation. |

**Duties and Responsibilities:**

1. The Professional Development Coordinator will organize meetings and prepare the necessary reports and/or agenda items.

2. Collaborate with others on the development and implementation of Professional Development processes that is in alignment with state mandates..

3. Guide the college in the development of all policies, procedures, and standards to be applied in the development, approval, and review of SLOs/AUOs.

4. Develop and help implement strategies and timelines for evaluating all Professional Development requests.

5. Provide training to assist in the development of Professional Development opportunities.

6. Report on the development and implementation of Professional Development opportunities at the college and give activity reports and status updates to the Planning Committee, Academic Senate, and College Council as needed.

7. Attend department/division meetings as needed and serve as a resource.

8. Develop and maintain a Professional Development master calendar for opportunities, events, and meetings.

9. Review and keep informed on Professional Development, and other accreditation standards and report all relevant findings to the appropriate committee(s).

10. Contribute to the accreditation self-evaluation, and Professional Development

 related topics.

11. Be available to attend occasional regional and statewide Professional Development related conferences as needed.

12. Work with the webmaster to maintain and update the Professional Development website.

 D**eliverables:**

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| What: Provide and communicate a calendar of professional development opportunities |
| When:  |

2.

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| What: Provide professional development workshop creation training |
| When:  |

3.

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| What: Manage all aspects of the professional development committee meetings |
| When:  |

4.

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| What: Create campus wide reports related to Accreditation |
| When:  |

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| What: Report out to the Planning Committee and the Academic Senate |
| When:  |

6.

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| What: Create and implement a selection process for funding professional development requests |
| When:  |

7.

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| What:  |
| When:  |

8.

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| What:  |
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