

### **Position Responsibilities (Year 4: 2017-2018)**

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#### **ESOL Course Designer (.2 FTE)**

- Pilot and assess acceleration curriculum.
- Assess outcomes from pilot and develop recommendations further direction.
- Develop and facilitate trainings for faculty.

#### **Math Course Designer (.2 FTE)**

- Continue grant activities to improve outcomes for basic skills, low-success courses, through acceleration, scheduling, and pathways development.
- Assess outcomes from changes and develop recommendations for further direction.
- Develop and facilitate training for faculty.
- Pilot Math Jam.

#### **Classroom Tutor (CT) Coordinator (.4 FTE)**

- Lead the day-to-day operations of the Classroom Tutoring pilot program.
- Assess pilot program and make recommendations for modifications.
- Work with campus tutoring program coordinator towards institutionalization of program.
- Interview, hiring and training campus CTs.
- Work with classroom faculty to place CTs.
- Review and assess CT's weekly reports and respond to requests.
- Facilitate bi-weekly tutor meetings.

#### **Student Success Specialist**

- Develop Peer Navigator and Structured Learning Assistance (SLA) Programs, in cooperation with SLA Coordinators
- Train, supervise and evaluate Peer Navigators
- Guide development, pilot, and evaluate new Summer Success program
- Work with facilities staff to oversee timely development of Student Engagement Center

#### **Title V Project Manager**

- Full authority to direct the project
- Responsible for project implementation and management of Title V funds
- Supervise the Activity Director
- External reporting to the U.S. Dept. of Education, with support from the Activity Director

#### **Activity Director**

- Leads in project planning, management, reporting, budgeting and evaluation
- Monitors progress toward meeting objectives
- Develops and maintains a comprehensive project manual, containing operating guidelines, policies and procedures, staff responsibilities and lines of authority, job descriptions, samples of required forms, reporting procedures, and timelines.
- Coordinates the Curriculum Development Specialist, Professional Development Specialist, and Student Success Specialist
- Supervise clerical support

#### **Administrative Assistant**

- Provide program-wide support including:
  - Budgeting assistance
  - Reporting
  - Office organization