

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

**CLASS TITLE:           PROFESSIONAL DEVELOPMENT FACULTY COORDINATOR**

### **SUMMARY DESCRIPTION**

In conjunction with the Professional Development Committee and the Academic Senate, evaluate professional development needs for faculty, assist in the development of the District's Professional Development Plan, establish goals and objectives to align with institutional goals, and implement and facilitate activities related to teaching and learning for instructional and non-instructional faculty throughout the year. This position reports to the Executive Officer of Equity and Engagement.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Develop and monitor budgets; ensure compliance with related district policies; budget expenditure for maximum benefit with the advice of the Professional Development Committee. Oversee and promote the solicitation of supplemental funding sources for teaching and learning activities.
2. Plan, develop, implement, manage, review, and evaluate customized professional development workshops, seminars, training, and other programs and activities, including Flex Day activities.
3. Represent Southwestern College at professional development seminars and conferences, remain current with trends in professional development and equity work, stay abreast of teaching methodologies, and integrate trends into program offerings. Integrate campus goals, priorities, plans, and pertinent aspects of the Strategic Plan into professional development curricula at all levels.
4. Serve as liaison to the faculty; provide expertise to the Professional Development Committee; report regularly to the Academic Senate, Faculty Union, and other campus organizations as deemed appropriate.
5. Provide liaison with off-campus professional organizations, agencies and resources. Plan exchanges of Professional Development Program with nearby educational and professional institutions and monitor professional development programs on other campuses by correspondence and visitation.
6. Provide a broad range of delivery methods for professional development activities, assuring use of current technologies where applicable.
7. Identify and arrange for speakers, provide leadership and coordination of activities and programs, including faculty orientation and onboarding activities. Serve as the master of ceremonies at designated sessions.
8. Manage and address multiple and competing priorities in a fast-paced environment through an equity-focused and inclusive lens. Foster an inclusive learning environment.
9. Chair or co-chair the Professional Development Committee with no voting rights; serve as needed on College District and statewide committees.
10. Evaluate proposals and advise faculty, on related State and district policies.
11. In coordination with office staff, assist in the design, preparation, and maintenance of College District communication, program web page, calendar and other promotional material for professional development activities.
12. Oversee the Flexible Calendar Program as the Flex Coordinator for the College District in accordance with the Chancellor's Office Guidelines. Develop processes and systems, maintain records, monitor program compliance, and complete and provide annual report to the Chancellor's Office for certification.

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**Professional Development Faculty Coordinator - *Continued***

13. Design, conduct, and evaluate annual needs assessment, and informal meetings related to faculty development.
14. Maintain appropriate memberships in professional organizations, on the local, state and national levels, (e.g., 4CSD).
15. Work collaboratively with office staff, district colleagues, and community partners to meet College District needs.
16. Work a combination of day, evening, weekend and extension site assignments when needed.
17. Utilize networking techniques and maintain professional relationships in support of faculty professional development.
18. Work collaboratively with classified and administrator counterparts to support an integrative planning model for professional development in the College District.
19. Encourage program innovation and renewal in response to changing community, student, and workforce needs and conditions.
20. Other appropriate duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Multiple and varied modes of delivering instruction

Federal and state regulations, accreditation standards, initiatives, and requirements for professional development

Instructional theory and course design principles

Multiple computer platforms, software, and other digital resources

Effective organizational, planning, and prioritization skills

Effective communication strategies and applications

Principles of effective instruction and facilitation of training in multiple and varied modes Report writing, basic budgeting procedures and techniques

Principles of shared governance and organizational structure

Evidence of responsiveness and sensitivity to, and understanding of the diverse academic, cultural, gender identity, gender expression, sexual orientation, different ability status, and ethnic backgrounds of community college students and employees.

**Ability to:**

Effectively engage diverse academic, gender identity, gender expression, sexual orientation, ability status, racial and ethnic, and other cultural backgrounds of college district professionals.

Communicate effectively with faculty from all disciplines and aid faculty in applying professional development topics to their individual disciplines

Lead through a lens of equity-focus and race consciousness

Promote critical thinking and emphasize cooperation and collaboration

Work with a diverse array of learners and present material through multiple and varied methods

Provide professional development opportunities in various formats for in-person and remote access

Accurately interpret Title 5 regulations, Education Code, ACCJC self-evaluation standards, and other regulatory guidelines and standards

Prepare clear, comprehensive, and accurate reports, presentations, and correspondence

Demonstrate knowledge and practice of culturally responsive andragogy that supports student-centered, self-reflective, and student-capable approaches which includes a wide range of institutional delivery systems

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**Professional Development Faculty Coordinator - *Continued***

Work effectively in online environments

Work collegially with and collaborate as a team with faculty, classified professionals, and administrators in order to enhance instruction, curriculum, and student success.

Organize and complete complex projects following a timeline

Conduct meetings, produce minutes, and serve on committees

Travel to represent the college at conferences and on local and state committees

Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals

Routinely assess one's own andragogy for effectiveness and adapt to current and developing needs

**MINIMUM QUALIFICATIONS:**

A Master's Degree from an accredited college or university, **OR** a valid California Community College Credential, **OR** equivalent. and

Two (2) years of professional experience in training and development, instructional design and delivery, training coordination or related occupation.

and

Equivalent of two (2) full years of experience teaching in an accredited institution.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**ENVIRONMENT:**

Office environment.

Constant interruptions.

Multi-tasking activities.

**PHYSICAL ABILITIES:**

Sitting or standing for extended periods of time.

Dexterity of hands and fingers to operate office equipment.

Seeing to read and verify accuracy of data.

Revised: January 29, 2007  
*Staff Development Committee*

Revised: March, 2009  
*Human Resources*

Revised: July, 2020  
*Professional Development Committee, Academic Senate Exec, Human Resources*