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**JOB TITLE DEPARTMENT/SECTION REVISED**

Faculty Pathways Coordinator Academic Services 2019

**SUMMARY OF FUNCTION**:

Teaches courses related to discipline, with 9 load hours release time for Fall and Spring. Assists in the development and implementation of effective Pathways Success Course and Capstone curriculum and articulation. Coordinates with Director of Pathways to ensure Academic and Student Services Pathways efforts are unified and support student success and completion. Coordinates professional development for Pathways faculty and collaborates with CIE Director in onboarding Pathways efforts for new faculty. This position is a 10-month faculty position.

**REPORTS TO**: Division Chair (Faculty); Vice President of Learning Services (Pathways)

**TASK** DESCRIPTION **FREQUENCY**

**NO**.

Teaching Responsibility: 40%

1. • Teach 6 equated load hours/semester (to include material and preparation time; develop and grade exams and instruments to evaluate student learning and progress; submission of student grades/ progress as required by the programs/policies of the Instruction area.
2. • Maintain a min of 3 office hours/week/semester load and direct interaction with students in a formal learning environment for a 6 equated load hour schedule.
3. • Remain current in his/her discipline, updating course content when appropriate. Maintain standard syllabus/outline for each course, in accordance with program/procedures. Update course syllabus/outline annually.
4. • Working with Division Chairs and Departmental faculty, develop and implement processes and tools for assessment of teaching and student learning outcomes incorporating appropriate methodologies and technology.
5. • In collaboration with colleagues and the Director of Assessment and under the guidance of the Vice President for Learning Services/Division Chair, develop a system for evaluation of teaching and learning including course competency expectations and student outcome measures.
6. • Working with the Division Chair, incorporate results of assessments to modify instruction and materials in general education.

Pathways Responsibility:

1. • Coordinate and collaborate with Director of Pathways and Associate Dean of Scheduling,to ensure 50% seamless Academic and Student Services Pathways efforts, to include assessment.
2. • Coordinate Pathways Success course and capstone course curriculum development and articulation
3. • Coordinate Professional Development for faculty to support Pathways initiatives
   * Co-chair, with Director of Pathways, Pathways Charter Team.
   * Coordinate Pathways efforts with YUHSD and regional High Schools.
   * Maintain 2 office hours per week as Faculty Advisor to students for Pathways efforts.
   * Coordinate with Division Chairs, and CTE Directors to advocate for Academic and Vocational Divisions and Programs.
4. **Additional Responsibility:**

10%

* + Other duties as assigned

**QUALIFICATIONS**

**Required: Open to continuing full-time AWC faculty.** Master’s degree in appropriate discipline or related field with a minimum of 18 graduate hours in the teaching discipline. Candidate must communicate effectively both verbally and in writing, relate well to learners of different ages and multi-cultural backgrounds and demonstrate commitment to the philosophy and mission of a comprehensive community college.

**Preferred:** Knowledge of successful Pathways initiatives. Experience designing and implementing Pathways curriculum. Experience providing faculty professional development.

Human Resources Date College Officer Date