

**Los Medanos College
Developmental Education Program Coordinator**

This is a .50 reassigned position that reports to the Senior Dean of Liberal Arts and Sciences. This is a 2-year position.

1. Chair the Developmental Education Committee, providing leadership and coordination for the developmental education program with primary emphasis on curriculum, faculty development and student support.
2. Regularly review and assess developmental education goals and ensure alignment with program mission, philosophy and values. Support the vision of institutional preparedness that seeks to serve students who enter the college underprepared throughout their academic career at the college.
3. Maintain on-going, systematic assessment of the developmental education program including direct, indirect and qualitative measures.
 - Work with the Office of Institutional Research to maintain a comprehensive research plan to monitor student success and achievement.
 - Provide support and training for English and math faculty leads who are facilitating teaching communities/assessment efforts.
4. Coordinate efforts of the Counseling Partnership Project.
5. Serve as a liaison to other campus committees/units with direct impact on students enrolled in developmental courses, e.g. matriculation. Connect with and support other efforts on campus that serve initially underprepared students as they progress toward their academic/occupational goal, e.g. tutoring, learning communities, supplemental instruction, etc.
6. Write annual reports on the work of the Developmental Education Committee, documenting the committee's work and any assessments/research completed. Follow through on action plans/recommendations made to the college community as a result of formative and summative evaluations.
7. Stay current with the field of developmental education through professional publications, conference attendance, seminars, etc.

**Los Medanos College
Developmental Education Program
Faculty Lead Position**

This is a .50 reassigned position that reports to the Senior Dean of Liberal Arts and Sciences. This is a 2-year position.

1. Provide leadership in regularly reviewing and assessing program and course level student learning outcomes.
2. Lead teaching communities each semester for target courses in the developmental education program focusing on the assessment of learning outcomes and the improvement of teaching and learning. This leadership includes responsibility for supporting faculty in their efforts to improve instruction in developmental courses, and in conducting course-level assessments with holistic evaluation.
3. Document the work of teaching communities and other assessment efforts by producing a notebook (electronic or traditional) that contains evidence of instructional plans aligned with learning outcomes, assessment tools (e.g. exams, assignments), rubrics that describe proficient work relative to outcomes, and samples of student work at varying levels of proficiency.
4. Attend monthly meetings of the Developmental Education Committee. Work with the Coordinator of the Developmental Education Committee to implement program goals and initiatives, including assessing and improving the three primary program branches of curriculum, student support and faculty development.
5. Participate in developing departmental guidelines/processes for hiring and training new faculty who will teach developmental courses.