



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

Faculty Coordinator for High School Collaboratives

30% Assignment

Closing Date: May 30, 2024

Objectives of Assignment:

- Strengthen relationships with faculty at local high schools to increase communication and collaboration
- Increase the preparedness of high school students matriculating to GCC
- Increase high school student, counselor and faculty awareness of academic programs and student support services

Description of Assignment:

Coordinates with GCC Academic Divisions and Student Services to augment outreach efforts to work with high schools and GCC discipline faculty regarding specific GCC academic programs and opportunities. Supports individual outreach and high school collaborative programs that work to support professional development for and build relationships between local high schools and GCC faculty.

Supervision Exercised and Received:

Supervision provided by the Dean of Instructional Services, or designee.

Tasks and/or Activities Required:

- Keep abreast of local school and district curriculum changes and inform the relevant GCC Divisions of changes that may inform professional development, course articulation, and curriculum modifications
- Provide relevant GCC curriculum and academic procedural updates to local school and district leaders and work with these leaders to plan the dissemination of this information to key stake-holders (example: coordinate dissemination of curriculum and placement changes re AB705 to department chairs in English and Math at GUSD and BUSD and English Language Learner programs/specialists.
- Coordinate a yearly High School Teachers' Day as part of, or to mirror, the High School Counselor Day
- Represent academic divisions/programs at local high school college fairs; specifically reach out and cultivate relationships with local private high schools
- Facilitate conversations between high school and GCC discipline faculty to address transitional challenges between completing high school and beginning college
- Maintain regular contact with GCC Outreach to keep divisions informed of opportunities to share division specific information with High Schools as part of

- current GCC Outreach initiatives (example, ensure that GCC key curriculum and academic procedural updates are shared with counselors at counselor day)
- Review enrollment and success data to develop strategic plans for where additional collaborations may be needed to maximize enrollment potential and improve student success.
 - Coordinate bilingual family workshops on accessing higher education in collaboration with the Office of Hispanic-Serving Initiatives and other relevant GCC offices
 - Provide an avenue for involvement of GCC students in outreach and high school collaboration efforts, including by supporting ENLACES student ambassadors funded by the BIEN in STEM project
 - Provide regular reporting on level of engagement and related metrics

Preferred Qualifications:

Fluent in Spanish

Stipend and/or Released Time:

30% Released Time Fall and Spring (based on a 35-hour workweek as indicated in the Guild contract).

Term of Assignment:

Three (3) years subject to an annual review and the availability of funding.

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to _____.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



<p><i>APPLICATION FORM</i></p> <p>Faculty Coordinator for High School Collaboratives</p> <p><i>30% Assignment</i></p> <p>Closing Date: May 30, 2024</p>

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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