

*EMPLOYMENT OPPORTUNITY  
RELEASED TIME/EXTRA PAY POSITION*

**Guided Pathways Instructional Faculty Coordinator**

*60% Assignment*

**Closing Date: April 12, 2022**

**Objectives of Assignment:**

The Guided Pathways Instructional Faculty Coordinator will coordinate activities related to the implementation of the Guided Pathways framework and the continual improvement of the resulting products and services.

In collaboration with administrators, division chairs, faculty, and staff across campus, the Instructional Faculty Coordinator will provide structure and leadership for the implementation of the California Community Colleges Guided Pathways Award Program goals as outlined by the Chancellor's Office<sup>1</sup>, which aim for colleges to transform programs and services into cohesive, campus-wide strategies to improve student outcomes.

The overarching goals<sup>2</sup> of the program are:

1. Integration of existing student-success programs and services.
2. Building of capacity at community colleges for data analysis, leadership, planning, and implementation related to institutional change.
3. Development of clearly structured, coherent guided pathways programs for all entering students for purposes of improving student outcomes, reducing time to degree, and increasing the ability of students to obtain high-paying jobs.

**Supervision:**

This position reports to the Vice President of Instructional Services.

**Tasks and/or Activities Required:**

- Coordinate and provide leadership and structure to achieve successful implementation of the Guided Pathways Award Program with the GP Counseling Coordinator and GP Classified Coordinator.
- Collaborate with the other GP Coordinators to develop and compile quarterly activities updates, expense reports and other State Chancellor's reports as required.
- Collaborate with Student Services, Administrative Services, and Instructional Services to design and implement activities in the Guided Pathways framework.
- Interface with the Office of Research and Planning for reporting, evaluation, and data collection.
- Collaborate on the roll out of student support apps (like EAB Navigate) and early alert initiatives, ensuring robust professional development opportunities for instructional faculty.
- Coordinate Guided Pathways projects and programs with college-wide student success initiatives, including integration with Grant Funded Programs.
- Collaborate with the other GP Coordinators to oversee the Guided Pathways grant account and manage the budget.

<sup>1</sup> <http://cccgp.cccco.edu/process-information>

<sup>2</sup> [http://cccgp.cccco.edu/Portals/0/SB85\\_2017-2018%28pgs\\_26-31%29.pdf](http://cccgp.cccco.edu/Portals/0/SB85_2017-2018%28pgs_26-31%29.pdf)

- Participate in committee meetings, conferences and workshops.
- Disseminate notable achievements of GCC Guided Pathways implementation to the wider educational community as appropriate.
- Act as a resource for the projects, programs, and personnel working on Guided Pathways implementation.
- Maintain open and regular communication with all stakeholders, including maintaining a Guided Pathways implementation website and updates to the college on progress and activities.
- Collaborate with all faculty and staff working on Guided Pathways projects and ensure communication about projects and achievements.
- Ensure project alignment with the Guided Pathways program framework.
- Perform clerical functions that include developing and/or completing forms, documents, generating purchase orders, monitoring and maintaining encumbrances of funds, disseminating materials, etc.
- Review student data regularly to assess program effectiveness and future direction
- Collaborate with Counseling Faculty to launch and continue to develop Student Success Teams
- Develop Student Success Teams and collaborate with faculty leads on success teams
- Integrate work being done for Instructional Faculty Professional development around equity, student experience, and quality of learning.

### **Preferred Qualifications:**

- Experience with and knowledge of grant-funded programs and initiatives at GCC aimed at institutional development to support student success
- Knowledge of the Guided Pathways framework and supporting literature
- Experience with budget management
- Knowledge of and experience collaborating with a wide array of GCC programs, committees, and departments
- Excellent written and oral communication skills
- Excellent organizational skills
- Knowledge of grant management
- Experience with and knowledge of professional development design for systemic change in teaching practice across disciplines
- Fluidity with technology shifts and changes
- Experience interpreting data for decision making

### **Stipend and/or Released Time:**

- 60% per semester
- winter/summer stipends subject to review and approval by the Vice President of Instructional Services

### **Term of Assignment:**

This assignment will be for three years and will be subject to annual review and the availability of funding.

### **Application Procedure:**

1. A complete RTEP Assignment Application or a letter of interest clearly outlining the applicant's qualifications **and** a resume outlining the applicant's experiences must be submitted to the Office of Human Resources by 4:30pm on the closing date.
2. A selection committee will be appointed to interview the candidates for the position.

An application form is attached to this email and is available in the

**Office of Human Resources**

**CLOSING DATE:** April 12, 2022

Implementation of this position will be subject to availability of financial resources.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, learning outcomes, committee assignments and curriculum revision and development.*

Released Time/Extra Pay Assignment  
Application



APPLICATION FORM

**Guided Pathways Coordinator**

*60% Assignment*

**Closing Date: April 12, 2022**

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*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.*