



## Position Description

<b>Position:</b> Director, Basic Skills	<b>Position Number:</b> M-_____
<b>Department/Site:</b> Instruction	<b>FLSA:</b> Exempt
<b>Evaluated by:</b> Dean of Mathematics	<b>Salary Range:</b> _____

### **General Description**

Under the direction and supervision of the Dean of Mathematics, this full-time director will work in collaboration with the Title 5 HSI Solo grant project director to provide direct coordination and integration for the development of the Basic Skills program including adoption of a philosophy and vision for student success. It is anticipated that thoughtful, integrated recommendations will be developed in consultation with all interested parties and the director will coordinate implementation. Based on a thorough knowledge of basic skills methodology and pedagogy, current research, materials, curriculum design and instructional design, the director will work with Language Arts, Mathematics, Counseling and Non-Credit faculty and deans to assess curriculum content and articulation, help to develop program student learning outcomes, design and implement learning labs, and introduce new pedagogical and research models that will support student success. The director will create an advisory task force to include those directly involved and responsible for implementation, planning and evaluation of Basic Skills as well as faculty and administrators from outside the targeted disciplines. The director will also work closely with the director of Research to plan and conduct research designed to facilitate a culture of data-driven decision making within the Basic Skills area.

### **Essential Duties and Responsibilities**

- Serve as liaison among the Math Reading English ESL counseling and non-credit departments in matters concerning Basic Skills instruction.
- Work in concert with Basic Skills faculty and Learning Center staff in developing an integrated Basic Skills Center or separate Basic Skills Centers for each area of Basic Skills instruction.
- Work in concert with the Basic Skills and Matriculation/ Assessment Committees and the Title 5 Advisory Council in the implementation of the HSI Title 5 grant, taking action on approved recommendations.
- Take a leadership role in developing an outreach program to attract students who could benefit from our Basic Skills program.
- Serve as the liaison between Counselors and Basic Skills faculty in enhancing the retention of target students.
- Participates in the development, review, and implementation of curriculum.
- Participates in the goals of the District instructional team.
- Participates in the hiring and evaluation of faculty and staff.
- Prepares class schedules, faculty assignments, calculation of faculty load and attendant budgetary costs.
- Participates in shared governance of the institution.
- Develops and maintains assigned budget.



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- Performs other duties as assigned.

### **Minimum Qualifications**

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students, **AND**
- Possession of a Master's degree **AND**
- One year of formal experience, training, internship, or leadership experience reasonably related to this management assignment.

### **Preferred Qualifications**

- Master's degree with any course work related to basic skills.
- Evidence of a thorough knowledge of classroom instruction and community college curriculum.
- Evidence of qualification for a current Citrus College Faculty Service Area.