

Professional Development and Mentoring Program Coordinator Proposal, (September 1, 2015)

The Professional Development and Mentoring Program Coordinator works directly with students and faculty to provide support for classroom practices that lead to equitable outcomes for Foothill College students by assisting with implementation of activities to meet the goals outlined in the Student Equity Plan. This person supports college Mentoring and Early Alert efforts as a member of the Student Success and Retention Team. In addition, the person will coordinate implementation of a comprehensive professional development program designed to support the equity goals outlined in the Student Equity Plan, 3SP Plan, and the college master plan. The Coordinator will incorporate the student voice / perspective into all areas of their work.

This is a full time classified position ???

Faculty, Staff, and Administrator Professional Development (50%)

- a. Work with the Professional Development Committee (PDC) to implement a range of equity related learning opportunities.
- b. Develops an orientation program for new classified staff.
- c. Works with the faculty professional development coordinator to provide training on effective practices for incorporating an equity perspective in the curriculum.

Mentoring Coordination (40%)

- a. Develops, implements, and administers an ongoing mentoring program, including faculty to student and student to student mentors.
- a. Works closely with other programs on campus (DRC, Veterans Center, etc.) to integrate existing mentoring services with college-wide efforts.
- b. Serve as a member of the Student Success and Retention Team to integrate mentoring services for students with the Early Alert program.

Administrative Support (10%)

- a. Perform administrative responsibilities including fiscal management and resource development.
- b. Responsible for hiring and training faculty and student peer mentors each quarter.
- c. Participate in drafting the college professional development plan and professional development program review.

Reports to the Associate Vice President for Instruction.