



**RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT**

**Avancemos Support Coordinator**

*20% Released Time*

**Closing Date: May 30, 2024**

**Objectives of Assignment:**

- Lead student outreach and access efforts for Glendale's Spanish-speaking population into the Noncredit ESL Avancemos program.
- Support student success within the Avancemos program and facilitate student transition into high-level ESL courses at the Garfield and main campuses.
- Guide first language support students toward established academic or vocational pathways that lead to the attainment of a GCC degree or certificate.

**Description of Assignment (Duties include but are not limited to):**

The Avancemos Support Coordinator will be an instructor in the Avancemos program. He or she will also coordinate the tasks and activities outlined below in order to meet the objectives of the assignment.

**Tasks and/or Activities Required:**

- Conduct student outreach and recruitment by presenting to audiences of local community organizations
- Create and distribute bilingual promotional materials
- Promote student retention
- Assist with student placement testing, registration, and exit testing.
- Serve as the program leader who oversees the program's morning and evening operations
- Recommend the scheduling of classes based on program needs
- Support students in informal academic and career planning
- Provide professional development opportunities to staff and teachers
- Participate in ongoing evaluation of the program by completing SLO, PLO, and Program Review written reports and assessments

**Supervision Exercised and Received:**

Supervision provided by the Division Chair, Noncredit ESL

**Desired Qualifications:**

- Serve as a Noncredit ESL instructor
- Bilingual Spanish/English
- Experience in coordinating and/or managing in an educational setting

**Stipend and/or Released Time:**

20% released time

**Term of Assignment:**

2 years subject to an annual review by the RT/EP Committee and the availability of funding.

**Application Procedure:**

1. Interested faculty members should submit an application (attached) and 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 the Vice President, Instructional Services.

*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.*



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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

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