



***RELEASED TIME/EXTRA PAY OPPORTUNITY ANNOUNCEMENT***

**Contextualized Teaching & Learning Campus Coordinator**

*40% Released Time*

**Closing Date: November 13, 2024**

**Objectives of Assignment:**

- Develop, coordinate, implement, evaluate and expand campus-wide Contextualized Teaching & Learning (CTL) programs, courses and initiatives with instructional services faculty and staff.
- Facilitate faculty collaborations, professional development, curriculum and instructional material development, and interactive teaching and learning strategies that are relevant and meaningful to students' lives.
- Embed and implement CTL-related initiatives, programs and pedagogies into the GCC Guided Pathways project.

**Description of Assignment:**

Works with the instructional faculty, administration, classified staff, Academic Senate, and Guild to promote faculty leadership and participation in planning and implementing CTL including:

- Research and disseminate the latest pedagogical innovations in curriculum, methodologies and technology, and best practices related to CTL.
- Research, plan, coordinate, implement and archive training-related contextualized teaching and learning strategies, resources and other faculty professional development.
- Collaborate with faculty across disciplines to develop, pilot, assess, improve and expand contextualized learning initiatives and programs across campus.
- Advise CTL faculty on issues related to instructional design, program operations, assessment and continuous quality improvement.
- Work with Institutional Research to assess the effectiveness of CTL courses and programs on retention, persistence and success.

- Assist in planning, coordinating and implementing CTL programs and initiatives as they relate to Guided Pathways.
- Organize the process of developing CTL and Communities of Interest across disciplines.
- Provide current information to the Academic Senate, Board of Trustees and campus community, and
- Facilitate and report CTL programs, initiatives and timelines.

**Supervision Exercised and Received:**

Supervision provided by the Vice President, Instructional Services, or designee.

**Tasks and/or Activities Required:**

- Create a report that includes current CTL programs, initiatives, progress, outcomes and effectiveness.
- Collaborate with faculty and administrator to create a vision and plan to improve and expand CTL across campus.
- Work collaboratively with faculty to develop, design, implement and evaluate CTL programs, courses and initiatives.
- Coordinate scheduling of CTL courses with appropriate College administrators and staff.
- Provide support for faculty and staff in CTL courses, projects, activities including guidance and referral to external and internal resources.
- Plan and facilitate workshops and professional development events to promote CTL programs, pedagogies and best practices.
- Collaborate with College Faculty Professional Development to create support programs for CTL faculty including use of new media, distance education and in bridging non-credit to credit courses and pathways.
- Work collaboratively to integrate CTL with planning, curriculum, and enrollment management.
- Work collaboratively with Research & Planning to assess the effectiveness of CTL programs and initiatives.
- Coordinate projects related to Workforce Development and CTL goals.
- Work collaboratively with programs such as Welcome Day, Summer Bridge, and Enrollment Fair to promote CTL courses.
- Assist in planning, coordinating and implementing CTL programs and initiatives as they relate to Guided Pathways.
- Work with CIS to establish and maintain a dedicated CTL presence on the GCC website.
- Keep and maintain digital archive of all CTL-related documents, communications, files and memoranda.
- In collaboration with the instructional administration, will co-coordinate planning, program review and accreditation activities relating to CTL.

- Work with College staff to promote CTL in outreach to high school counselors, teachers and students.
- Attend College's instructional division, Student Equity and Achievement (SEA) committee, enrollment management, planning and curriculum meetings as needed.
- Provide updates and reports about CTL programs, courses, data and outcomes to the Board, Academic Senate, Academic Affairs and other entities on campus.
- Other duties as assigned

**Preferred Qualifications:**

- Tenured or Adjunct faculty member with a minimum of three years teaching experience.
- Demonstrates organizational and leadership skills.
- It is recommended that the applicant have:
  - Knowledge of campus programs and curriculum.
  - SLOs and Program Review experience.

**Stipend and/or Released Time:**

40% released time or stipend equivalent

**Term of Assignment:**

Three 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 composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position.

*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.*



**APPLICATION FORM**

**Contextualized Teaching & Learning  
Campus Coordinator  
40% Released Time**

**Closing Date: November 13, 2021**

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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