



*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*  
**Classified Professional Development**

**Coordinator**

*20% Assignment*

**Closing Date: May 12, 2022**

**Objectives of Assignment:**

1) Assists with planning, coordinating, implementing, and evaluating professional development opportunities that will assist GCCD classified staff members in maintaining their job-related knowledge, skills or improve their job advancement potential; and 2) to help provide positive professional development and career enhancing opportunities for classified employees ~~morale and self-efficacy~~.

**Supervision Exercised and Received:**

Supervision provided by the Vice President, Human Resources  
May provide work direction to Student Workers.

**Tasks and/or Activities Required:**

- Co-chairs the GCCD Professional Development Committee and supports the coordination of professional development offerings for faculty, classified, and management employees.
- Works with the Professional Development Committee to develop and implement the Classified Professional Development Plan.
- Develops and promotes content-specific classified professional development activities and events including lectures, workshops, and retreats.
- Coordinates speakers, secures locations or online platforms.
- Keeps management abreast of staff development initiatives and issues.

**Preferred Qualifications:**

- Knowledge of training and development practices and principles for classified employees
- Experience coordinating events and activities
- Ability to prepare and present information in a clear and concise manner
- Ability to review and analyze data and prepare written reports
- Ability to use organizational and planning skills, with attention to detail and follow-through
- Excellent oral and written critical thinking and communication skills

- Ability to lead staff professional development projects and to work effectively and collaborate with faculty, classified employees, managers and administrators.

**Stipend and/or Released Time:**

20% released time

**Term of Assignment:**

This assignment will be for two years and will be subject to annual review.

**Application Procedure:**

1. Interested employees should submit a 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 Superintendent/President.

*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.*

Released Time/Extra Pay Assignment  
Application



<p><i>APPLICATION FORM</i></p> <p><b>Classified Professional Development Coordinator</b></p> <p><i>20% Assignment</i></p> <p><b>Closing Date: August 1, 2018</b></p>
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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>	

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Employee Signature

\_\_\_\_\_  
Date