



*ASSIGNMENT OPPORTUNITY ANNOUNCEMENT*  
**Guided Pathways Classified Coordinator**

*60% Assignment*

**Closing Date: November 22, 2021**

**Description of Assignment:**

The Guided Pathways Classified Coordinator will work closely with the Guided Pathways Coordinator and the Guided Pathways Counseling Coordinator to create campus-wide awareness and implementation of the Guided Pathways framework. The GP Classified Coordinator will work with Classified Staff on the continual evaluation and improvement of Guided Pathways products and services.

Guided Pathways Classified Coordinator will work with the GP Coordinator and the GP Counseling Coordinator in the implementation of the California Community Colleges Guided Pathways Award Program goals as outlined by the Chancellor's Office<sup>1</sup>, which aim for colleges to transform programs and services into cohesive, campus-wide strategies to improve student outcomes.

The overarching goals<sup>2</sup> of the program are:

1. Integration of existing student-success programs and services.
2. Building of capacity at community colleges for data analysis, leadership, planning, and implementation related to institutional change.
3. Development of clearly structured, coherent guided pathways programs for all entering students for purposes of improving student outcomes, reducing time to degree, and increasing the ability of students to obtain high-paying jobs.

**Supervision Exercised and Received:**

This position reports to the Vice President of Instruction and Vice President of Student Services.

**Tasks and/or Activities Required:**

- Facilitate Guided Pathways Steering Committee meetings in concert with the GP Coordinator and GP Counseling Coordinator.
- Liaise between GP Steering Committee and the Classified Staff.
- Research, generate, and contribute ideas for the implementation of Guided Pathways
- Survey and report the perspective, innovative suggestions, and concerns of the Classified Staff to the GP Steering Committee.
- Co-develop best practices for the implementation of Guided Pathways in collaboration with Classified Staff.

---

<sup>1</sup> <http://cccgp.cccco.edu/process-information>

<sup>2</sup> [http://cccgp.cccco.edu/Portals/0/SB85\\_2017-2018%28pgs\\_26-31%29.pdf](http://cccgp.cccco.edu/Portals/0/SB85_2017-2018%28pgs_26-31%29.pdf)

- Identify the effective use of student success data in the implementation of Guided Pathways, collaborating with the GP Coordinator, GP Counseling Coordinator, Steering Committee, and the Office of Research and Planning.
- Collaborate with the GP Coordinator, GP Counseling Coordinator, and GP Steering Committee to make GP presentations and to conduct trainings to the campus at large.
- Provide regular progress updates to GCC's Academic Senate and the Board of Trustees.
- Collaborate with the GP Coordinator, GP Counseling Coordinator, and Steering Committee to publicize the Classified Staff's GP's action plan to the campus at large (Verdugo and Garfield campuses).
- Co-develop methods of soliciting feedback from campus constituents about GP Pathways implementation
- Attend off-campus trainings and informational sessions about GP implementation best practices.
- Co-author the required reports for college and/or CCCC on Guided Pathways implementation.
- Author an independent GP progress report specific to the mission of the Classified Staff.
- Perform other related duties as may be assigned.

**Minimum Qualifications:**

Three years full-time employment at GCC

**Preferred Qualifications:**

- Demonstrated ability to maintain positive and effective working relationships with groups on campus across disciplines and assignments.
- Experience with student services.
- Demonstrated knowledge of successful strategies for organizing and ability to stimulate interest and involve faculty and staff in campus-wide events and activities
- Skilled at mentoring, coaching, or leading faculty and or Classified employees.
- Demonstrated sensitivity and understanding of diverse backgrounds of community college faculty, staff, and students, including but not limited to academic, socioeconomic, ethnic, and gender.
- Ability to analyze and explain student success data, including quantitative and qualitative.
- Experience working effectively in a team setting and effectively communicating with Classified, faculty, administrators, peers, and students.
- Excellent oral and written communication skills.

**Stipend and/or Released Time:**

60% Released Time

**Term of Assignment:**

Three years with annual performance evaluation.

**Application Procedure:**

1. Interested classified staff members 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 composed of the Vice President of Instruction, Senate President, Guild President and CSEA 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.*

Released Time/Extra Pay Assignment  
Application



<p><i>APPLICATION FORM</i></p> <p><b>Guided Pathways Classified Coordinator</b> <i>60% Assignment</i></p> <p><b>Closing Date: November 22, 2021</b></p>
---

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

*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.*