



LONG BEACH
CITY COLLEGE

**Guided Pathways
Coordinator**

The Coordinator of Guided Pathways is responsible for providing leadership for the college's development of academic maps that promote equitable outcomes in persistence and program completion, including providing leadership for the development of a college-wide plan that facilitates co-creation of degree and certificate maps by faculty and staff from instructional departments in academic affairs and from counseling, articulation, and career services departments in student support services. The Coordinator will ensure that academic maps provide comprehensive information about career and educational programs, including degree and certificate information that identify critical courses that are recommended for students to take early in a program and further recommended course sequences by term to program completion. The maps will also identify support services and critical momentum points for delivery that are aligned with the sequence of courses. The Coordinator reports to the administrative co-chair of the Strategic Planning Oversight Task Force for administrative, fiscal, and personnel matters.

Essential Duties and Responsibilities

- Facilitates the co-development of academic maps by discipline-specific faculty and counselors that show students clear and efficient paths to completion of their educational and career goals.
- Develops, plans and implements a college-wide plan that includes the development of academic maps for all certificate and degree programs; coordinate efforts with faculty, instructional departments, and deans to develop specific certificate and degree maps that include course sequencing, pre-requisite and co-requisite requirements, course scheduling cycles, transfer pre-major coursework, basic skills coursework, general education courses, milestones identifying critical courses for timely certificate and degree completion, and work experience where appropriate. This plan will provide a rationale for the approach delineated and will set milestones for progress that can be monitored and reported to the Strategic Planning Oversight Taskforce.
- Coordinates with the Director of Career Pathways Support Services to establish consistent provision of information on career options for program completers. This information may include, but is not limited to, the specific jobs that program graduates typically secure, entry-level wages, and regional labor market demand.
- Collaborates with the Career and Technical Education Committee of the Academic Senate on the development and maintenance of information related to career opportunities and regional labor market demand for the pathways.
- Works with the Faculty Professional Development Coordinator and the Committee on Curriculum and Instruction to help faculty and departments understand the purpose of academic maps and to assist in developing a process for their ongoing review and maintenance.

- Work with IITS and Communications and Marketing to provide current and prospective students easy access to academic maps.
- Uses student performance data to evaluate gaps in existing maps, specifically as they relate to existing instances of disproportionate impact within gender, race, ethnicity, income, disability, foster youth, or veteran status; coordinates with Learning and Academic Resources and Student Support Services to provide wrap-around support services that target identified gaps and instances of disproportionate impact.
- Supports instructional departments and the Office of Academic Services in the development of the annual schedule, including coordinating information with the Counseling Department on students with identified majors and assisting departments in using student enrollment history data to project needed course sections for academic maps.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer-service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
- Understands and supports the role of faculty, staff, and students in participatory governance.

Deliverables

Comprehensive plan for development of academic maps for all program awards, including milestones of progress for each year. This plan will be due at the start of the fall 2017 semester. The final deliverables will be digital academic maps completed for all awards.

Desirable Qualifications

- Experience working with curriculum development and approval processes in a California community college
- Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Experience in planning and coordinating college-related activities
- Willingness and ability to work closely with the Academic Senate and appropriate administrative offices
- Good organizational skills and a demonstrated ability to plan and follow through on projects
- Participation in faculty development activities
- Strong written and verbal communication skills
- Ability to encourage faculty in all disciplines and service areas to participate in the development of program maps in meaningful and effective way.
- Basic budgeting and record keeping skills
- Familiarity with college policies and regulations
- Demonstrated ability to problem solve and make timely, fair and equitable decisions
- Demonstrated advocacy for students and students' needs
- Demonstrated commitment to academic quality and standards
- Ability to work effectively with community groups, educational entities, business, industry, government and legislative bodies to develop partnerships and coalitions which result in better service to the community and students

Term of Assignment:

There is a 10-month, 100% reassigned time to complete the duties identified below. Intersession stipends may be available if needed to advance the work.

The initial appointment will be for three years, beginning spring 2017, with the possibility of annual renewal.

An annual evaluation of the Coordinator will be conducted by a committee of four: the Vice President of Academic Affairs, the Academic Senate President, the chairperson of the Committee on Curriculum and Instruction, and the Dean of Institutional Effectiveness.

Application Procedure:

Each Applicant will submit a letter of interest and resume describing his/her qualifications and experience in providing college-wide leadership in assisting in the development and assessment of program maps.

Applications are due to Debra Garcia in the Office of the Vice President, Academic Affairs, LAC: Room T-2054 or electronically at dgarcia@lbcc.edu no later than **Friday, December 16, 2016 by 4:00pm.**

Selection Process:

Persons invited for an interview will be notified and interviewed by a screening committee, composed of the Vice President, Academic Affairs, the Academic Senate President, the chairperson of the Committee on Curriculum and Instruction, and the Dean, Institutional Effectiveness.