

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

ALTERNATIVE LEARNING STRATEGIES COORDINATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class. This is a categorically funded position and is contingent upon the availability of funds and “life of the grant”.*

SUMMARY DESCRIPTION:

This is a faculty position and is under the general direction of the Project Director. The Alternative Learning Strategies Coordinator is responsible for the development, coordination, implementation and evaluation of programmatic efforts to improve retention, persistence and success in STEM courses and programs. This position will work with STEM faculty to develop, pilot, assess, improve and expand supplemental instruction, learning communities and contextualized learning initiative in science and mathematics course at the college. The Alternative Learning Strategies Coordinator will plan and coordinate, implement and archive training related to the use of alternative learning strategies and other professional development directly related to grant activities.

REPRESENTATIVE DUTIES:

The duties may include but are not limited to the following:

1. Develops plans for implementation of alternative learning strategies directly related to grant activities in cooperation with the Project director, STEM faculty, administration and other grant personnel.
2. Works cooperatively with the Project Director to plan, implement, assess and archive professional development opportunities for STEM faculty and staff related to best practices in teaching and learning; curriculum development; student research; data-based decision making; assessment of student learning; and other innovations.
3. Serves as a liaison between the grant and the college’s Tutoring Center and Professional Development and Student Success and Engagement Committees.
4. Assists STEM faculty and grant personnel in the development, implementation and evaluation of curriculum and activities for grant-related outreach events targeting elementary, middle and high school students, especially Hispanic and other low-income students, coordinating as needed with other outreach efforts.
5. Coordinates with STEM faculty and grant personnel in the development, implementation, and evaluation of supplemental instruction (SI), learning communities, and contextualized and problem-based learning in sciences and mathematics courses at the college.
6. Advises STEM faculty on issues related to instructional design, assessment and continuous quality improvement.
7. Works cooperatively with the Research Analyst and the Director of Research and Planning to assess the effect of interventions and programs on retention, persistence and success in STEM courses.
8. Researches and disseminates the latest pedagogical innovations in curriculum, technology and methodology related to teaching and learning, especially in community college and/or STEM environments.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Alternative Learning Strategies Coordinator (*Continued*)

9. Works cooperatively with STEM faculty to facilitate opportunities for undergraduate student research.
10. Works with STEM faculty to facilitate opportunities for student learning across STEM disciplines.
11. Actively participates in meetings of grant personnel and STEM faculty and staff.
12. Assists the Project Director and other grant personnel in assessment of grant activities and makes recommendations for improvement toward the goal of sustaining new practices, strategies and partnerships after the term of the grant.
13. Performs other duties as assigned.

QUALIFICATIONS:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of

Extensive knowledge of learning theory and alternative learning strategies including supplemental instruction (SI), learning communities and contextualized and problem-based learning.

Student learning outcomes assessment.

Use of educational technology for delivery of course materials.

Best practices and innovations in teaching and learning, especially for community college students and/or in STEM fields.

Ability to

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

Prioritize and execute a wide range of projects simultaneously.

Work independently, assume responsibility, and take initiative in carrying out assignments.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

Education/Training

Required Education and Experience:

1. Master's degree, or equivalent, from an accredited institution of higher education or a related field.
2. Experience that indicates sensitivity to and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Alternative Learning Strategies Coordinator (*Continued*)

Special Requirement:

Possession of a valid California Driver's License. Requirement of California Driver's License may be waived provided that employee can demonstrate alternate means of transportation acceptable to the District to and from offsite meetings and conferences.

Desired Experience:

1. Post-secondary teaching and research experience.
2. Experience working with Hispanic populations.
3. Instructional design experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom setting and may involve moderate travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: February 9, 2012