

## **FACULTY CO-CHAIR, PROFESSIONAL DEVELOPMENT/FLEX COORDINATOR** **(PDC)**

The co-chair for the Professional Development Committee/Flex Coordinator will be a full-time faculty member, selected by the Executive Board of the Academic Senate. This position is a 2 year commitment and includes reassigned time or stipend as determined by the College President and Academic Senate.

### **Responsibilities**

Clerical support will be provided and coordinated through the Professional Development Committee in conjunction with the Administrative Co-chair's clerical staff.

The Flex Coordinator is the co-chair of the On-Campus Training Committee (a subcommittee of the PDC), therefore a member of the Professional Development Committee. The Flex Coordinator is also to serve as the chair for the Flex Advisory Committee. Because of these overlapping identities, the Flex Coordinator assists the Professional Development Committee in the preparation of its annual Faculty and Staff Development Plan by integrating flex activities with others that become part of the Faculty and Staff Development Plan. The Flex Coordinator serves also as a resource person for other college committees, groups, and individuals as they plan staff development activities (on a campus- and/or district-wide basis) in order to avoid duplication of effort. In overseeing the Bakersfield College Flex Calendar Program, the coordinator will work with, as needs arise, appropriate clerical staff, existing staff development committees, division chairs, and faculty in order to accomplish the following:

- Set agenda and chair the Flex Advisory Committee meetings
- Assure that the Needs Assessment is conducted
- Lead on-campus staff development activities with creative vision, aimed at promoting innovation and excellence and meeting the professional needs identified in the Needs Assessment
- Read and screen all proposals for flex workshops
- Plan and publicize activities and timelines for them
- Assure proper record keeping, at both the PDC and division chair levels
- Design appropriate assessment instruments, both for individual flex workshops and for the flex Calendar Program as a whole at year's end
- Serve as college spokesperson and flex contact person in official flex calendar matters, including possible participation in state and/or national organizations