

Coordinator, Instructional Support, Discipline Mathematics  
Engineering Science Achievement (MESA)  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=222303>

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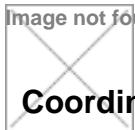
Posted Sep. 27, 2023, set to expire May 31, 2024

<b>Job Title</b>	Coordinator, Instructional Support, Discipline Mathematics Engineering Science Achievement (MESA)
<b>Department</b>	Physical Sciences, Mathematics, and Engineering
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Sep. 27, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Undergraduate Education Administration - Other
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**Job Description**

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**Coordinator, Instructional Support, Discipline Mathematics Engineering Science Achievement (MESA)**

HR EMPLOYMENT/CAREERS

**Closing Date: 8/24/23\*\***

**\*\*Any complete applications received after the closing date will only be forwarded to the hiring**



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**committee at their request.**

**Salary Grade:**C1-49

**Starting Salary:**\$2,804.03 (per month) plus benefits

**Full Salary Range:** \$2,804.03 - \$3,755.53 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

## **ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

## **FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT MISSION STATEMENT:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

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**De Anza College Mission Statement:**

De Anza College provides an academically rich, multicultural learning environment that challenges students of every background to develop their intellect, character and abilities; to realize their goals; and to be socially responsible leaders in their communities, the nation and the world.

De Anza College fulfills its mission by engaging students in creative work that demonstrates the knowledge, skills and attitudes contained within the college's Institutional Core Competencies:

- Communication and expression
- Information literacy
- Physical/mental wellness and personal responsibility
- Civic capacity for global, cultural, social and environmental awareness
- Critical thinking

**JOB SUMMARY**

Reporting to the Dean of Physical Sciences, Mathematics, and Engineering (PSME), the Instruction Support Coordinator for MESA (Math Engineering Science Achievement ) Program will oversee the MESA Center and tutoring Program that also may include other programs such as the Math Performance Success (MPS), STEM jumpstart, UndocuSTEM and Women in Science Program. These programs provide intensive student support services for underprepared students in STEM disciplines. The Instruction Support Coordinator will collaborate with the Director of STEM/MESA, the Dean of PSME, math faculty, other counselors, and staff for the success of programs and students. The candidate will oversee the MESA Center, will manage student/tutor recruitment and placement, will assign tutor schedules, will train tutors, and will provide supplemental instruction to students.

**DEFINITION**

Under general supervision, plans, organizes, coordinates, and participates in the daily instructional support, operations, and activities of assigned centers and programs in designated field(s); provides tutorial support in designated field(s); oversees and provides training to tutors; researches and gathers various program data and develops reports; coordinates marketing and promotion efforts for assigned centers and programs; administers assigned budgets; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

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Receives general supervision from assigned supervisory and managerial staff. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a coordinator class responsible for planning, organizing, and coordinating assigned instructional support and tutorial center programs, services, activities, and events. The duties involved include the implementation of goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance. Positions work on tasks that require the use of discretion and independent judgment in performing assigned work and ensuring the efficient and effective functioning of assigned operations. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver work products or services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)**

1. Organizes, coordinates, and oversees instructional/academic support and tutorial center programs, student services, activities, and events for a diverse student population by creating positive learning communities.
2. Participates in the planning, development, and implementation of policies, procedures, and handbooks for assigned functions, including incorporating regulatory updates and technological advancements, as appropriate.
3. Assesses and determines placement between tutors and tutees; coordinates and conducts individual, group, class-assigned, and/or online tutoring/lab instruction sessions and workshops to enhance student skills and knowledge in the areas of a designated discipline; researches resources and designs and develops materials for sessions and workshops; provides information on available resources and advises students on various learning materials.
4. Assists in conducting program and service evaluations and identifying and implementing necessary changes.
5. Assists students in developing effective study, time management, critical thinking, writing, note-taking, and related learning and practical skills.
6. Assists students in conducting self-assessments of skills and performance levels; guides students in developing learning goals and step to meet established goals.
7. Reviews student academic records and makes appropriate referrals to assist students in achieving academic goals.
8. Uses and promotes the use of theory-based developmental learning strategies when assisting students and tutors.
9. Assists in budget tracking and reconciliation processes by monitoring and tracking expenditures.

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10. Organizes and maintains accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information; creates surveys and reports; submits reports in compliance with state reporting requirements and to management, faculty, and/or staff as requested.
11. Designs, creates, and edits a variety of documents, including correspondence, letters, memos, agendas, reports, lists, forms, schedules, flyers, event materials, and statistical reports.
12. Plans, schedules, and organizes events, workshops, informational seminars, presentations, and related activities; prepares and delivers presentations to student organizations, faculty, staff, and community groups regarding instructional support and/or tutorial center programs, services, activities, and events; creates training videos for faculty, staff, and students.
13. Performs a variety of administrative office support duties such as maintaining websites and social media; opening and securing offices; ordering and maintaining office and center supplies; and attending and participating in meetings.
14. Stays abreast of new trends and innovations in the field of a designated discipline and developmental education theory and practices by participating in various professional development activities.
15. Responds to inquiries and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and requests.
16. Oversees and conducts recruitments for and training of tutors and student workers; develops work schedules; may review and approve timesheets; monitors hours worked and allocated budgets; oversees and provides work direction and training; explains performance standards, policies, and procedures; and monitors tutorial sessions and evaluates performance.
17. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
2. Principles, practices, policies, and procedures related to planning, coordinating, and implementing student learning and instructional support programs, services, activities, and events.
3. Principles and practices of program and/or office coordination including implementation of the goals and objectives and oversight of budget, performance, reporting, accountability, and regulatory compliance.
4. Methods, practices, and techniques of student learning and instruction.
5. Academic strategies for working with students with different learning styles and potential learning

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and skills challenges.

6. Principles of providing functional direction and training.
7. Principles and practices of data collection and report preparation.
8. Record keeping principles and procedures.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Modern office practices, methods, and computer equipment and software relevant to work performed.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

**Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
3. Develop, implement, and coordinate assigned programs, services, and activities in an independent and cooperative manner, evaluate alternatives, make preliminary recommendations, and prepare reports.
4. Coordinate and oversee programmatic and office budgetary, accountability, and regulatory reporting activities.
5. Understand different learning styles and potential learning and skills challenges facing community college students.
6. Explain principles, theories, and terminology related to assigned area of discipline.
7. Engage students in positive learning in a tutorial or other learning environments.
8. Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
9. Plan, organize, schedule, assign, train, and review the work of assigned student workers.
10. Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
11. Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
12. Use English effectively to communicate in person, over the telephone, and in writing.
13. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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14. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Minimum Qualifications

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in education or a related field **AND** two (2) years of increasingly responsible experience in a classroom, tutoring, instructional/academic support center, and/or or related academic setting.



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**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**APPLICATION PACKET:**

1. A District on-line application on <http://hr.fhda.edu/careers/>. \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for the position.
3. A current resume of all work experience, formal education and training.

**If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**





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**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**CONDITIONS OF EMPLOYMENT:**

**Position:** Part-Time (50%), Grant Funded, 10-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1358?c=fhda>



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### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### Contact

Physical Sciences, Mathematics, and Engineering  
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