

Coordinator, Tutorial Center (Full-Time, Tenure-Track)
Clovis Community College
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=245996>

Downloaded On: Oct. 5, 2024 2:19pm

Posted Oct. 1, 2024, set to expire Nov. 12, 2024

Job Title	Coordinator, Tutorial Center (Full-Time, Tenure-Track) Clovis Community College
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Oct. 1, 2024
Application Deadline	11/12/2024
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Administration - Other
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Job Description

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Coordinator, Tutorial Center (Full-Time, Tenure-Track) Clovis Community College

State Center Community College District

Closing Date: 11/12/2024 at 11:55 PM

Campus Location: Clovis Community College

Start Date: 09/26/2024

Essential Functions:

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At Clovis Community College we value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful candidate will be an equity-minded leader committed to student success achieved through collaboration with faculty, classified staff, administration, students and community partners who are also dedicated to closing equity gaps.

An equity-minded individual is a person who:

1. Understands the importance of holding ourselves accountable as educators for closing equity gaps and engaging in equitable practices;
2. Reframes inequities as a problem of practice and views the elimination of inequities as an individual and collective responsibility;
3. Encourages positive race-consciousness and embraces human difference;
4. Supports institutional practices that both develop and sustain culturally responsive teaching and learning environments; and
5. Strategically builds support for and participation in equity-related initiatives across both our internal and external communities.

Clovis Community College seeks leaders who value placing the student at the center of everything we do, mentorship and working in a collegial, collaborative environment. Leaders should be open and willing to participate in culturally relevant professional development that will help them prepare for the population of students who attend Clovis Community College.

The ideal candidate will share Clovis Community College's commitment to educating its racially and socioeconomically diverse student population. For the 2023-2024 academic year, we enrolled over 15,000 students in which 51.3% identify as Latinx, 13.2% as Asian/Pacific Islander, 3.7% as Black/African American, 26.4% as White, 1% as American Indian/Alaska Native, and 4.1% as multiracial. Clovis Community College is a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community. The successful candidate will join a department dedicated to providing services responsive to the students it serves.

Under the direction of the Dean of Instruction, Student Success and Learning at Clovis Community College, the duties of the Tutorial Center Coordinator will include:

- Recruiting, training, and evaluating tutors;

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- Teaching tutor training and tutor practicum classes;
- Working closely with faculty in meeting the tutorial needs of students;
- Coordinating appropriate staff and faculty professional development activities as it relates to tutorial center services;
- Working closely with student support services to provide appropriate tutorial activities for programs such as EOPS, DSP&S, and learning communities;
- Coordinating activities to promote and publicize the services provided by the tutorial center;
- Developing budget recommendations;
- Preparing and maintaining accurate records;
- Coordinating the development and evaluation of the tutorial center services and preparing reports on program results, including participating in program review, student learning outcome developments and assessment to improve student learning, and program unit outcomes;
- Providing leadership for program review;
- Promoting a professional and equitable learning environment;
- Participating in academic committee work;
- Serving on and attending department, college, and district committees as needed;
- Teaching assignments in a variety of instructional settings and times, including evening and/or weekends, on-line or off-campus and large group instruction classes as needed;
- Otherwise fulfilling all of the duties and responsibilities of instructors as required by Administrative Regulation 7122; and
- Other duties as assigned.

Minimum Qualifications:

All candidates must have evidence of responsiveness to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, as these factors relate to the need for equity-minded practices; **and**

- (a) the minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; **or**
- (b) a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory; **or**

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- (c) a valid California Community College Credential; **or**
- (d) the equivalent education and/or experience (**requires an equivalency**).

Note: If the degrees posted on your transcript(s) do not match **exactly** as stated above, you **must** petition for equivalency.

Desirable Qualifications:

- Experience and skill incorporating elements of diversity, equity, and inclusion into all areas of responsibility;
- Recent experience working with African American, Asian/Pacific Islander, Latinx, Native American, and other racially minoritized students in the classroom and an understanding of how historical patterns of exclusion of these groups in higher education shape patterns of participation and outcomes;
- Experience working with students of various cultural, gender, age, socioeconomic, and ethnic backgrounds including students with disabilities;
- Willingness to examine and remediate one's instructional, relational, and classroom practices to more effectively engage and support racially minoritized students;
- Related work and professional experience;
- Demonstrated ability to communicate effectively with students and staff;
- Demonstrated ability to work with computers, and other technologies, which are utilized in providing high-quality instruction and support to students;
- Experience in coordinating and developing, planning, and monitoring all aspects of a large tutorial program
- Experience coordinating personnel
- Experience maintaining records and preparing reports
- Experience reviewing, evaluating, and assisting in the selection of materials used in tutoring and supplemental learning
- Knowledge of current tutoring methodology
- Knowledge of recent assessment methods
- Experience teaching and
- Knowledge of the community college and its mission and goals.

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Conditions of Employment:

178 duty days per year. Duty days will be prorated based upon start of assignment.

Salary and Benefits:

Starting annual salary is \$72,252 - \$108,773 based on education and experience. *Duty days will be prorated based upon start of assignment.* An annual doctoral stipend of \$2,419 is available. In addition, the District offers an attractive fringe benefit package including medical, dental, and vision coverage for the employee and dependents, and life insurance. Employees are also members of the California State Teacher's Retirement System (CalSTRS).

Selection Procedure:

Applications will be screened by Human Resources for completeness **and** to determine which applicants meet the minimum qualifications as stated in the job announcement.

From the applicants who meet the minimum qualifications and who have submitted all the required documents by the closing date and time listed on the job announcement, a selection advisory committee will review the candidates who are best qualified based on the minimum and desirable qualifications then determine who will be invited to interview.

The selection advisory committee will rate responses to the interview questions, teaching demonstration, and writing prompt (if applicable). Based on this rating, a small number of applicants will be selected as the "recommended candidates". These candidates will be forwarded to the Vice President and College President for final interviews.

A hiring recommendation will be made by the College President and forwarded to the Board of Trustees of State Center Community College District for final approval.

State Center Community College District is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably. [SCCCD EEO Plan](#)

For more information, contact the Academic Human Resources Office, 1171 Fulton St, Fresno, California, 93721, (559) 243-7100. For information on Clovis Community College or State Center

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Community College District, visit our website at www.scccd.edu. **Please refer to Position No. CTUC-COR, Slot #3089.**

Submission of application and related materials is the applicant's responsibility and must be submitted through the district's online applicant portal. The District reserves the right to re-advertise or to delay indefinitely the filling of a position if it is deemed that the applicants for the position do not constitute an adequate applicant pool or if funding is not available. All application materials are subject to verification. False statements may be cause for disqualification or discharge from employment.

Additional Information:

This is a full-time, tenure-track position. The District may fill more than one position from this pool. *About the College*

Located in the heart of California, Clovis Community College is one of the newest and fastest growing community colleges in California. Clovis Community College offers quality education in a friendly, innovative, and contemporary setting to students from the Fresno, Clovis, and foothill communities. Accredited in 2015, the College's culture is based on a commitment to and a vision for creating and maintaining a collaborative teaching and learning environment that fosters equitable student achievement and academic excellence.

The College's instructional and student services units are united by the common goal of providing exemplary academic programs and support services tailored to meet the needs of its diverse student population and its communities. The College mission and vision reflects this ambitious and inspiring goal.

[Work for Us!](#)

Our Mission

Creating Opportunities - One Student at a Time

- We honor diversity and serve all students of our community;
- We promote opportunities for success and wellness through full access to programs and services, and we provide comprehensive student support to achieve equity;
- We foster critical, creative, and engaged thinking through education based on integrity, generosity, and accountability;
- We support student success along pathways to certificates, degrees, and transfer programs, preparing student for thriving futures;
- We build community partnerships to enhance student learning and success, thereby

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advancing economic vitality in the community;

- We engage in reflective research and innovation focused on learning and student success.

Clovis Community College continues to make history with many accolades and accomplishments, because of its emphasis on excellence and student success, and recently had its accreditation reaffirmed for seven-years by the Accrediting Commission for Community and Junior Colleges (ACCJC). Additional awards and accomplishments:

- Invited to apply for the 2023 Aspen Prize as one of the top 150 community colleges nationwide;
- Awarded "Champion for Higher Education," for exemplary work in awarding associate degrees for transfer for 5 years in a row in 2018, 2019, 2020, 2021, and 2022 by the Campaign for College Opportunity;
- Selected Top 10 Finalist for the National Bellwether Award in 2018 , out of nearly 400 nominations submitted nationwide, for our English Department's collaboration with Clovis West High School; and
- Earned the following rankings out of 116 California Community Colleges (Data source: California Community College's Student Success Metrics):
 - #2 in rate of transfer to UCs and CSUs in 2020-2021;
 - #4 in rate of transfer to any 4-year institution in 2020-2021;
 - #1 in rate of transfer to a 4-year institution for Hispanic students in 2020-2021; and
 - #1 in rate of transfer to a 4-year institution for First Generation students in 2020-2021.

[CCC Institutional Research Site](#)

To be considered for this position please visit our web site and apply on line at the following link: www.scccd.edu

EOE

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

N/A

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