



## JOB DESCRIPTION

<b>JOB TITLE:</b> Faculty Pedagogical Leader (FPL) & Learning Assistant Program Developer	<b>FLSA:</b> Exempt
<b>Department:</b> Title V Grant	<b>Date:</b> 12-04-2023
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C43
<b>Reports To:</b> Title V Project Director	

### Job Summary

Under the general direction of the Title V Project Director and the Vice President for Instruction, the Faculty Pedagogical Leader & Learning Assistant Program Developer will lead institutional change in instruction, teaching, and learning through implementation of a Learning Assistant (LA) program.

### Essential Functions

- Lead the development, planning, coordination, and assessment of the learning assistant program designed to support student success, transition, retention, and transfer;
- Lead the course redesign of gateway courses by pathway with the LA model;
- Identify, train, and supervise the LA students;
- Develop and teach the LA pedagogy course to LA students every fall and spring term;
- Lead the development and coordination of an annual LA summer institute for faculty and learning assistants (students);
- Support faculty acting as **LA mentors** for the identified gateway courses;
- Collaborate with Instruction and faculty to support and assist faculty with course redesign using the LA model;
- In collaboration with the **Inclusive Pedagogy Taskforce**, coordinate and assist with faculty professional development and training in the LA model, inclusive pedagogy, and active learning strategies;
- Collaborate with external Partners (e.g., experts and consultants) regarding the learning assistant model and program (e.g., the Learning Assistant Alliance, Texas State University Department of Physics (<https://www.txst.edu/physics/laprogram/learning-assistants.html>));
- Collaborate extensively with the **Pathway Retention Leader** to assist with the development of the Major Advisor Model and First Year Experience by Pathway;
- Collaborate with IT and the Pathway Retention Leader to assist in the customization, implementation, and faculty/staff training of new technology applications or platforms (e.g., CRM Advise, Comevo, webpage design, data analytic tools, etc.);
- Collaborate with the project Director and the Pathway Retention Leader to develop and execute pathway-specific **transfer agreements and maps** with our university partners;
- Assist project Director with project evaluation and reporting;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to as safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirements.

- Performs other duties as assigned.

### **Minimum Education, Skills, and Abilities**

- Bachelor’s degree in a general education content area with a strong teaching emphasis or in education;
- Demonstrated experience teaching effectively with active learning strategies grounded in a pedagogical framework;
- Three or more years of experience in higher education instruction;
- Ability to work effectively within an ethnically, culturally, and socially diverse student population;
- Demonstrated interpersonal, oral, and written skills to effectively communicate with students, staff, faculty, external partners, and the general public in a courteous manner;
- Demonstrated skills in establishing and maintaining effective working relationships with students, staff, faculty, external partners, and the public;
- Demonstrated skills in facilitating and modeling a quality customer service orientation;
- Ability to think “outside the box” and to lead and manage change, as well as the recruiting and admissions processes of the College;
- Ability to adapt quickly to changing environments and work processes;
- Demonstrated knowledge and skills in the use of integrated software systems and Microsoft Office applications.

### **Preferred Education, Skills and Abilities**

- Master’s degree preferred including 18+ graduate hours in a general education area;
- Experience as a learning assistant and/or experience providing faculty professional development relevant to LA model, inclusive pedagogy, and/or active learning strategies;
- Previous experience teaching at the community college level;
- Experience supervising faculty, staff, or student workers;
- Experience mentoring or coaching;
- Strong aptitude for IT and ability to learn new applications or IT platforms quickly;
- Experience with program evaluation or with education research;
- Ability to communicate in Spanish.
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement.
- Other duties as assigned.

### **Work Environment**

- Work primarily, but not exclusively, in a climate-controlled environment with minimal safety/health hazard potential or work hazards;
- The position requires average agility and good physical condition;
- Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds;
- Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

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**Special Requirements**

- This is a grant funded position. Employment is contingent upon funding.
- Ability to work some evenings and weekends
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

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Signature

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Date

