**Duties of the Staff Development Coordinator**

1. Coordinate activities of the staff development office, and its personnel; budget expenditure for maximum benefit with the advice of the Staff Development Committee. Oversee and promote the solicitation of supplemental funding sources for staff development activities.

2. Coordinate activities with the Center for Teaching and Learning to promote the success Basic Skills Initiative (BSI) goals.

3. Represent Southwestern College at Staff Development seminars and conferences; remain current with trends in staff development; integrate trends into programs for faculty, classified and administrative staff. Integrate campus goals, priorities, plans, and pertinent aspects of the Strategic Plan into the staff development curricula at all levels.

4. Act as liaison to the faculty, classified and administrative staff; provide expertise to Staff Development Committee~~s~~. Report regularly to Academic and Classified Senates and Academic and Classified Unions and other campus organizations as deemed appropriate. Report to the Vice President for Human Resources or designee.

5. Provide liaison with off-campus professional organizations, agencies and resources. Plan exchanges of staff development program with nearby educational and professional institutions and monitor staff development programs on other campuses by correspondence and visitation.

6. Plan, develop, publish, and implement staff development programs; identify possible presenters and motivate individuals to become involved in the programs. Facilitate professional development workshops for all staff levels and for events at Southwestern College.

7. Organize and coordinate flex day activities; identify and arrange for speakers, provide leadership and coordination of live and mediated activities; coordinate orientation for new and continuing staff.

8. Chair the Staff Development Committee with no voting rights.

9. Assist the Staff Development Committee in developing and re-instituting the annual staff development retreat subject to funding.

10. In coordination with staff development Staff be responsible for the design, preparation, and maintenance of the newsletter, web page, calendar and other promotional material for all current and future staff development activities. Prepare staff development reports as required by the Chancellor's Office.

11. Implement applicable guidelines and procedures concerning flex, hurdle, and educational incentive credit requirements for compliance with policies, procedures, regulations, and other mandates.

12. Design and conduct annual needs assessment, campus-wide surveys, and informal meetings related to programs. Coordinate in-depth evaluation of the program and events.

13. Maintain appropriate memberships in professional organizations, on the local, state and national levels, (e.g., 4CSD).

14. Other appropriate duties as assigned.