



ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

NCESL 1 Literacy Coordinator
10% Assignment

Closing Date: June 18, 2026

Objectives of Assignment:

The objective of this special duty assignment is to provide structured faculty leadership and coordination for the Literacy Level (ESL 1) courses within the Noncredit ESL (NCESL) Division. This role is essential to ensure instructional consistency, curriculum alignment, and faculty support across the division. The coordinator will help address equity gaps, support student success, and contribute to the long-term sustainability of the program.

Description of Assignment:

The NCESL Literacy Department Lead Coordinator will support the instructional and operational needs of the ESL 1 (Literacy) level and students. The coordinator will serve as a liaison between the division chair, full-time and adjunct faculty, support staff, and students, helping to ensure that instructional practices are responsive to student needs and goals. This role is designed to distribute leadership responsibilities across levels, ensuring that each instructional area receives focused attention and support. This assignment requires regular in-person and online availability to support faculty mentoring, provide student-facing support, and collaborate with the division chair and support staff. On campus presence is essential for effective communication, coordination, and responsiveness to student and instructional needs.

Supervision Exercised and Received:

Received:

The NCESL Lead Coordinator will report directly to the **NCESL Division Chair** and work collaboratively with other full-time faculty coordinators, support staff, and administrative personnel. The coordinator will receive guidance on division-wide goals, strategic initiatives, and program priorities from the Division Chair.

Exercised:

The coordinator will provide **instructional leadership, student support, and peer support** to adjunct faculty teaching within the assigned ESL level. While the role does not include formal supervisory authority (e.g., performance evaluations or hiring decisions), the coordinator will facilitate professional development, mentoring, and instructional alignment. The coordinator may also lead meetings, provide feedback on curriculum implementation, and support adjunct faculty in navigating instructional and procedural expectations.

Tasks and/or Activities Required:

The NCESL Literacy Lead Coordinator will be responsible for the following:

- Curriculum and Assessment Coordination
 - Facilitate curriculum development and revision for ESL 1 courses.
 - Support alignment of course objectives, SLOs, and instructional materials.
 - Coordinate assessment practices and analyze student learning outcomes data.
- Student Support and Engagement
 - Collaborate with faculty and support staff to identify and address barriers to student success in this level
 - Participate in student-facing events such as orientations, informal meet and greets, welcome day, registration days, certificate ceremonies to help this levels' students feel welcomed and supported
 - Serve as a resource for students and refer them to counseling, tutoring and basic needs support services.
- Faculty Support and Mentoring
 - Provide onboarding and ongoing support for adjunct faculty teaching ESL 1 courses.
 - Organize and lead regular level meetings to foster collaboration and share best practices.
 - Serve as a resource for instructional strategies, classroom management, and student engagement.
- Professional Development
 - Identify professional development needs specific to Literacy Level instruction.
 - Collaborate with the division chair and PD coordinators to plan and facilitate relevant workshops or trainings.
- Student Success and Equity
 - Collaborate with faculty and staff to implement strategies that support student retention and success.
 - Address equity gaps by promoting culturally responsive teaching and inclusive practices.
- Communication and Collaboration
 - Serve as a point of contact for faculty teaching ESL 1 courses.
 - Communicate important updates, deadlines, and initiatives from the division and college.
 - Collaborate with other level coordinators to ensure vertical alignment across the NCESL curriculum.

Preferred Qualifications:

- Current full-time NCESL faculty member with demonstrated commitment to the division's mission and student success.
- Experience teaching literacy level NCESL classes at GCC
- Familiarity of NCESL curriculum, assessment practices, and instructional goals.
- Strong organizational, communication and leadership skills
- Experience mentoring or supporting adjunct faculty is highly desirable.
- Participation in curriculum development, professional development, or committee work within the division or college.
- Experience in managing or coordinating academic programs

- Availability for regular in-person meetings and on campus responsibilities is strongly preferred to support collaboration, mentoring and division-wide coordination efforts.

Stipend and/or Released Time:

- 10% release time

Term of Assignment:

- 2 year term, subject to annual review by the RT/EP committee and funding available.

Application Procedure:

1. Interested faculty members should submit a letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee will interview the candidates for the position and make a final recommendation to Dr. Michael Ritterbrown, Vice President, Instructional Services.

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*

**Released Time/Extra Pay Assignment
Application**



<p><i>APPLICATION FORM</i></p> <p><i>NCESL 1 Literacy Coordinator</i></p> <p><i>10% Assignment</i></p> <p>Closing Date: June 18, 2026</p>

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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