

Basic Skills Mission Statement

Cañada College is committed to empowering students with basic skills needs by teaching them the necessary academic skills; counseling them about educational and career opportunities; and providing them with necessary academic support.

Basic Skills Coordinator Job Description

1. Serve as a liaison between instructional programs, student support services, and administrators serving ESL and Basic Skills students.
2. Co-chair the Basic Skills Committee.
3. Work with the Research Office to gather data, and with the Basic Skills Committee to share data and discuss program needs.
4. Maintain and update the Basic Skills Committee web page with assistance.
5. Coordinate writing of Action Plan and Expenditure Report, Mid-Year Expenditure Report, and End-of-Year Expenditure Report and submit them to the Vice President of Instruction for submission to the Chancellor's Office.
6. Represent Basic Skills on the Instructional Planning Council and College Planning Council. Prepare brief progress/communication reports for the Basic Skills Committee and the Academic Senate.
7. Participate in the statewide Basic Skills Initiative activities and conferences and keep the college community involved in implementing the Basic Skills Action Plan apprised of state initiative developments, opportunities and resources.