

**Mathematics Department**  
**Assistant Coordinator Duties**  
**2010 -2011**

**Assistant Coordinator**

**Reassigned Time:** Two five unit (.111) classes per year of assignment= .222

**Responsibilities:**

1. **Part-Time Evaluations:** Oversee the mentoring and evaluation of part-time math faculty, and maintain part-time evaluation schedule and documentation consistent with reemployment preference and other contractual obligations. Perform at least ten part-time evaluations per year, and schedule and assist other full-time faculty performing part-time evaluations.
2. **Calculators/Software:** Order graphing calculators twice a year, and distribute them to full- and part-time faculty as needed. Oversee the distribution of overhead view screen units for graphing calculators. Provide leadership in efforts to evaluate and select software used in math teaching, and maintain a list of software used in mathematics courses. Maintain records of Department licensing agreements for math software.
3. **Textbooks:** Stock and distribute textbooks and supplementary material to full- and part-time faculty, ensuring materials are distributed well before the start of a teaching assignment. Keep the department's textbook list updated, and maintain a current textbook inventory, ordering new textbooks when supplies are low. Provide current student copies of textbooks for the library and the tutorial center. Establish and maintain contracts (governing promises of continued edition availability) with textbook publishers, and keep a record of agreements made with publishers.
4. **Hiring:** Monitor new part-time faculty hiring needs; periodically review District part-time hiring pool. Assist in recruiting new part-time faculty, and arranging and scheduling part-time interviews. Serve on the hiring committee for part time math faculty. Assist with new part-time faculty orientation, including providing appropriate syllabi, textbooks and other materials.
5. **Workshops:** Set up workshops, with the help of the Coordinator, principally for part-time math faculty, but to include all full-time math faculty.
6. **Coordinators' Council:** With the Coordinator, attend and represent the mathematics department at Coordinators' Council meetings.
7. **Assist Coordinator:** Assist Coordinator with scheduling and other duties as needed.

**Other Considerations:**

1. Given that portions of the Assistant Coordinator's duties involve contractual obligations and access to private information (evaluations and hiring), it is expected that a candidate for this position has a proven record of maintaining complete and secure records, assuring confidentiality of records when required, and responding to needs in a timely fashion.
2. The position as a coordinator requires the candidate to be available to faculty and staff through email and phone service. In addition, it requires a minimum of on-campus scheduled time, so that faculty with questions or problems related to the assistant coordinator's duty can easily and conveniently meet with the coordinator.
3. The Assistant Coordinator shall not be on PDL during the year during which they are to serve.