

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE  
TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Public Safety Coordinator (Title V)

**DEPARTMENT/LOCATION:** Grants & College Support Programs; Title V; BCTC

**BASIC FUNCTIONS:** Under the supervision of the area Dean, provides leadership and coordination in the development and implementation of BCTC's Student Resource Center; coordinates the Basic Skills Pre-Academy; provides assessment testing and activities at BCTC; coordinates with and assists the MVC's Assessment Testing Coordinator; provides additional support for BCTC counseling; assists the Title V Project Director with specific resource activities and projects; and performs a variety of skilled duties related to the Student Resource Center and Assessment at BCTC.

**REPRESENTATIVE DUTIES:**

1. Monitors and evaluates assessment testing procedures and procedure manual.
2. Coordinate assessment services at BCTC with MVC's Assessment Testing Coordinator or designee.
3. Coordinates BCTC's Student Resource Center.
4. Implement TABE assessment testing for Pre-Academy program.
5. Manage SkillsTutor modules.
6. Ensures communication between the College Assessment Center and BCTC's.
7. Provides leadership in coordinating the Basic Skills Pre-academy program at BCTC
8. Assists and supports the Title V assigned BCTC counselor.
9. Serves as liaison between BCTC's academic software vendors.
10. Recommends resources and services to be included in BCTC's Student resource Center.
11. Assist faculty, staff, and students utilizing Resource Center.
12. Ensures communication between BCTC staff, faculty, administration, and Title V Project Director.
13. Collects, processes, and maintains all data related to assessment testing at BCTC.
14. Collects, processes, and maintains all data related to BCTC's Student Resource Center and the Basic Skills Pre-Academy.
15. Assists in preparing required grant funded narrative for BCTC Title V activity reports within specified timelines.
16. Prepares and maintains contact files for K-12 schools, districts, departments, faculty, and designated representatives.
17. Responds to inquiries providing information on STEM Mobile Innovation Center activities and projects.
18. Maintains a friendly, supportive atmosphere for students, faculty, and the public.
19. Performs other duties, related to the position, as assigned.

**QUALIFICATIONS:** Minimum two years assessment experience. Experience working with non-traditional student populations and basic skill students.

**HOURS / DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.