

Memorandum of Understanding
between the
All Faculty Association
and
Sonoma County Junior District
regarding

Special Assignment
Dance Program Coordinator:
Selection Process, Job Duties and Compensation
September 30, 2022

The District has created a Special Assignment in the Dance Program.

A. Job Duties. The Dance Program Coordinator Special Assignment (DPCSA) position will:

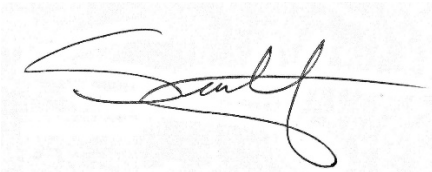
1. Support the Kinesiology, Athletics, and Dance (KAD) Department Chair by
 - a. providing consultation on the Dance Program class schedule regarding student needs and contractual requirements.
 - b. providing expertise on the development and modification of Dance Program curriculum.
 - c. assisting in the hiring process for Dance Program faculty
 - d. identifying and reporting safety issues with Dance Program facilities and equipment.
2. Communicate and collaborate with Dance Program faculty members regarding Dance Program procedures and artistic growth.
3. Coordinate the Fall and Spring dance concerts in collaboration with the Theatre Arts Department.
4. Support Dance majors by holding monthly information and planning meetings for students in the Dance Program.
5. Lead the coordination and management of Master Classes.
6. Lead marketing and promotion efforts for the Dance Program classes, performances, guest artists, and fundraisers.
7. Lead Dance Program outreach efforts and maintain relationships with community partners.
8. Provide input to the Supervising Administrator on the Dance Program budget, fundraising efforts, and equipment needs.
9. Coordinate the annual trip and accompany students to the American College Dance Association conference.
10. Manage the application and selection process for the Schultz Scholarship.
11. Coordinate and direct the Fall Dance Showcase.

12. Coordinate and plan operations for Summer dance teaching certificate internships.
13. Update Dance Program website, bulletin boards, and marketing materials as needed.

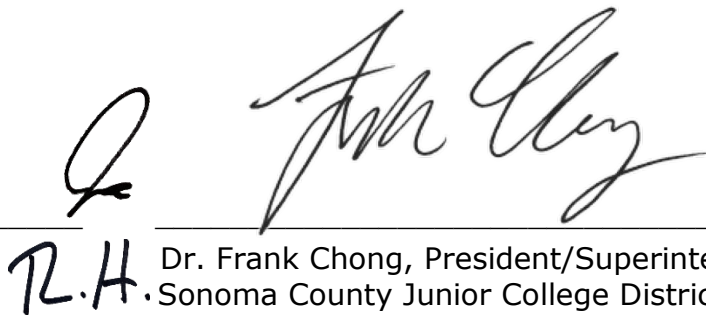
B. Selection Process. The KAD Department Supervising Administrator will assign a contract faculty member to the position. If no contract faculty member with an appropriate background in Dance is available, the KAD Department Supervising Administrator may assign a qualified associate faculty member to the position. An associate faculty member appointed to the DPCSA may decline without prejudice. The District may remove a faculty member from the DPCSA for failure to perform the duties set forth in this MOU.

1. The term of the DPCSA is ongoing and subject to the discretion of the District.
2. If there is vacancy of the DPCSA, the Supervising Administrator or VPAA may appoint another qualified, willing contract faculty member to perform the duties of the DPCSA. If the vacancy occurs during the academic year, the replacement will receive prorated compensation.

C. Compensation. The DPCSA will receive 10 percent in reassigned time each semester. Summer assignments are contingent on funding and will be paid on an hourly basis as approved by the Supervising Administrator and VPAA.



Sean Martin, President
All Faculty Association



R.H. Dr. Frank Chong, President/Superintendent
Sonoma County Junior College District