

Coordinator Responsibilities Guide

According to the Collective Agreement ([College Employer Council](#)) Article 14.03A3, "Coordinators report to the academic manager who assigns their specific duties, which shall be determined prior to the acceptance of the designation, subject to changes as circumstances require. It is understood that coordinators do not have responsibility for the supervision or for the disciplining of teachers in the bargaining unit. "

It is important that you discuss, with the Coordinator, what his/her duties will be before the individual assumes the Coordinator role. By meeting and using this guide to review key responsibilities you will ensure that the prospective Coordinator has a good understanding of specific duties prior to starting the role.

Coordinator duties vary within programs/Schools. The following are examples of the most common activities and tasks that Conestoga Coordinators are organizing or participating in. This document is intended as a tool to facilitate this discussion and, as such, it includes a list of possible duties from which to choose.

Before use:

- **Personalize the form with Program Name, School, Chair and Date.**
- **Remove any items that do not apply to your coordinator** so that the responsibilities are easy to refer to and discuss.
- Add specifics for your area that clarify the duty (such as dates, resources, etc.).
- Provide the coordinator with a copy for reference.

It is important to emphasize that the Coordinator is coordinating the duties and should seek the assistance of full-time faculty as appropriate. Many programs use a spreadsheet circulated to faculty where faculty identify where they will help out each semester.

Responsibilities may change during the year necessitating a new discussion. It would be a good practice to review with the coordinator periodically addressing challenges, identifying if there are any new responsibilities, and removing any that are no longer relevant.



Coordinator Responsibilities

Program Name

School of ___ - ___

Chair: Name

Date of Initial Discussion:

Admission, Registration, and Promotion Processes	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Facilitating supplementary admission processes (e.g., portfolio or testing reviews/scoring, content, program supplemental materials for admission packages etc.) • Providing Prior Learning Assessment and Recognition (PLAR) input 	<p>Registrar's Office</p> <ul style="list-style-type: none"> • Achievement Collection Information <ul style="list-style-type: none"> ◦ Faculty Instructions (pdf) • Registrar's Office Program Contact Staff List (pdf) <p>Registration Information</p> <ul style="list-style-type: none"> • Coordinator Registration and Enrollment Instructions - 2015 (pdf) • Part Time Studies (Day Courses) Registration Process (pdf) <p>Achievement Information</p> <ul style="list-style-type: none"> • Academic Standing Decisions (pdf) <p>General PLAR Information Student PLAR Request Form</p>
Outreach Processes (in conjunction with full-time faculty)	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Coordinating faculty and student volunteers and materials preparation (e.g., Power Points, etc.) for events (College Open House) • Coordinating faculty and student participation in college outreach and marketing events 	

<ul style="list-style-type: none"> • Responding to inquiries – email & phone • Liaising with external agencies as needed 	
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Welcoming and Advising Students (in conjunction with full-time faculty)	
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Includes:	Additional Detail (Dates, Activities, Resources, etc.)
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<ul style="list-style-type: none"> • Participating in orientation to welcome all new students • Organizing Phase 1 of orientation and program faculty roles • Coordinating with faculty the advisement of students at academic risk (applying retention strategies) • Becoming familiar with all years of the program and the course flow (prerequisites, etc.) • Explaining the program, school, and college policies and procedures at orientation and as needed (e.g., grades, course drops, academic dishonesty) • Keeping all academic dates on hand so as to advise students (course drops, adds, etc.) 	
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Scheduling Input	
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Includes:	Additional Detail (Dates, Activities, Resources, etc.)
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<ul style="list-style-type: none"> • Providing input to the Chair on teaching assignments each semester • Developing a semester schedule of evaluation in consultation with the program team prior to the semester start. • Providing input on exam and test schedules 	<p>This aligns with the new Evaluation Policy & Procedure</p>
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Equipment/Facilities	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Arranging equipment maintenance • Providing input on capital equipment planning 	
Marketing Publications (in conjunction with full-time faculty)	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Coordinating the review of program-related promotional materials 	
Outside Learning Opportunities	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Coordinating placement logistics with external partners 	
Administrative Processes	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Facilitating practicum or field placement documentation (health & safety, police certification, vaccination records, etc.) • Sharing information that comes to the coordinator email with faculty and Chair as appropriate • Coordinating team meetings with faculty as needed • Checking that textbook selection and ordering processes have occurred • Demonstrating and encouraging compliance with college requirements and policies (PPE etc.) 	

<ul style="list-style-type: none"> • Supporting award processes and identifying award winners with the Financial Aid Office • Ensure email indicates coverage during vacation or other absences 	
Quality Processes and Program Review	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Participating in (and coordinating/facilitating) faculty participation in Annual Program Reflections (APR) • Participating in Major Program Reviews (MPR) • Attending and contributing to Program Advisory Committee (PAC) • Attending and contributing to Coordinator meetings • Coordinating, with Chair and any Course Lead, consistency processes for the multiple delivery of a course 	

Student Liaison	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Advising Chair of course additions to CE calendar • Arranging student representation for Program Advisory Committees (PACs) • Sharing information on program related competitions (i.e. Skill Canada, FITT, etc.) 	

Information and Reports	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Accessing required data and reports from the Student Information System (SIS) • Compiling and inputting data for any needed reports (e.g. government-funded programs) • Preparing coordinator reports for PAC meetings 	
New Faculty	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Working with Chair and faculty team, promote the welcoming and mentoring of new hires • Encouraging the engagement of new hires (p/t and f/t faculty) 	
Celebrating Student Success	
Includes:	Additional Detail (Dates, Activities, Resources, etc.)
<ul style="list-style-type: none"> • Liaising with marketing and Chair to ensure coverage or recording of student successes 	

*Please note that responsibilities may change during the year necessitating a new discussion.