

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

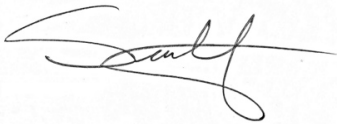
Special Assignment  
IGNITE Coordinator:  
Selection Process, Job Duties, and Compensation  
October 12, 2020

The District has created a Special Assignment to Coordinate the IGNITE Program.

- A. **Job Duties.** The “Inspiring GreatNess Inside Through Education” IGNITE Coordinator Special Assignment (ICSA) position will:
1. Coordinate the delivery of instruction and student services under this program by working with jail and college administrators, faculty, and staff.
  2. Meet with college administration and jail administration to determine scheduling needs. Coordinate with jail staff to provide required training for participating faculty who will be working inside correctional facilities and with incarcerated students.
  3. Coordinate and participate in tours and other visits to jail facilities.
  4. Convene and chair IGNITE Team meetings.
  5. Work with IGNITE faculty to promote academic quality and integrity.
  6. Collaborate with Second Chance Program Coordinator to help address the onboarding and re-entry needs and services for students transitioning from the IGNITE jail program to SRJC campus environments.
  7. Facilitate program orientation for IGNITE students, faculty, and staff.
  8. Participate in, and facilitate, professional learning opportunities around best practices for all individuals working directly with incarcerated students.
  9. Prepare and submit Flex Activity proposals that support professional development for those working with, or interested in working with, incarcerated students. Assist with developing and facilitating the flex activity workshops.
  10. Ensure that the needs of teachers are being met, and facilitate the acquisition and clearance of educational materials that will be distributed to incarcerated students and used by instructors in the jail.
  11. Compile data and prepare reports required by the college and other agencies as necessary.
  12. Make presentations about the program to internal and external constituent groups.

13. Facilitate ceremonies, or other special events, to recognize the attainments of incarcerated students upon their completions of courses degrees or certificates.

- B. **Selection Process.** Full-time and adjunct faculty are eligible to serve in the IGNITE Coordinator Special Assignment position. The VPAA/AS will email an “open call” to faculty to solicit interest. Faculty members will express interest by writing and submitting a letter of interest, not to exceed two pages. The VPAA/AS, or a designee, will convene a three-person committee of IGNITE program stakeholders—faculty and administrators and/or classified staff—to review letters of interest, select candidates with whom to meet, and make a recommendation for final selection by the VPAA/AS
1. The regular term of the assignment is two consecutive academic years, to begin on the first day of the Fall semester in the first year of the term. An “open call” to replace an ISCA mid-term will specify the remaining time as the term of the assignment.
  2. No later than October 1 in the second year of the ISCA’s two-year term, the VPAA/AS will announce, by email, the special assignment to all faculty members. The announcement will include a link to this MOU.
  3. Mid-term vacancy of the ISCA position. The VPAA/AS can appoint another willing faculty member to perform the duties of the ISCA for the remainder of the term. The replacement ISCA will receive prorated compensation.
- C. **Compensation.** The ICSA will receive 20 percent reassigned time each semester of the two-year term.



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Sean Martin, President  
All Faculty Association



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

