

## DAP\* Position: Distance Education Coordinator

\*DAP refers to "District Assigned Personnel," who are faculty members provided release time assignments to perform duties that serve the needs of the District.

<p><b>Position Title:</b> Distance Education Coordinator (formerly, Virtual College Coordinator)</p>
<p><b>Position Overview:</b> Under the supervision of the Dean, Library &amp; Instructional Support, the Distance Education Coordinator will facilitate the instructional design and development of projects in support of distance education offerings and services at Rio Hondo College. The Distance Education Coordinator will provide leadership on campus in promoting effective distance education pedagogies through the development of ongoing training and professional development opportunities for Virtual College faculty, students, and staff. The Distance Education Coordinator will also play an instrumental role serving on relevant committees and participating in projects related to distance education at the College.</p>
<p><b>Term Length<sup>1</sup>:</b> 2 academic years, Fall and Spring semesters only</p>
<p><b>Next Term Start Date<sup>1</sup>:</b> Fall 2013 (position to be filled Spring 2013)</p>
<p><b>Release Time Assignment<sup>1</sup>:</b> 40% per semester</p>
<p><b>Administrative Supervision:</b> Dean, Library &amp; Instructional Support</p>
<p><b>Key Duties &amp; Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Facilitate the instructional design and development of projects in support of distance education offerings at Rio Hondo College.</li> <li>2. Provide leadership in promoting effective distance education pedagogies at the College.</li> <li>3. Lead campus efforts to align Rio Hondo's distance education offerings with guidelines related to accreditation.</li> <li>4. Coordinate the District's distance education offerings in accordance with state Title V and Chancellor's Office regulations.</li> <li>5. Develop and conduct ongoing training and professional development opportunities for faculty in instructional design, strategies, and pedagogies for distance education.</li> <li>6. Research emerging trends in instructional technologies, distance education initiatives, Web-based course management technologies, and products and services related to delivery of distance education.</li> <li>7. Attend and deliver ongoing training on "best practices" for successful delivery of distance education courses.</li> <li>8. Consult regularly with deans and directors with regard to the delivery of appropriate distance education courses and support services.</li> <li>9. Regularly attend meetings of the Distance Education Committee to provide leadership in the development of online instructional programs and faculty</li> </ol>

training/professional development.

10. Regularly attend meetings of the Instructional Technology Committee to provide leadership in the selection and implementation of classroom technologies.
11. Work collaboratively with faculty, staff, and students to ensure that current and future distance education activities meet student and community needs.
12. Work collaboratively with IT staff to identify, integrate, and assess technical requirements for effective distance education delivery.
13. Work collaboratively with the professional, technical, and support staff assigned to the Virtual College.
14. Assist with development and enforcement of operational policies and procedures for the Virtual College.
15. Assist with planning, organizing, and evaluating day-to-day operations and activities of the Virtual College Office.
16. Contribute suggestions for improving and maintaining the Virtual College Website.
17. Prepare and submit the annual program plan for the Virtual College.
18. Prepare reports as necessary in support of the Virtual College's strategic planning.
19. Provide information, as needed, to assist the Dean in preparing the operational budget for the Virtual College.
20. Provide information, as needed, to assist the Dean in completing surveys related to distance education at the College.
21. Contribute to data collection efforts related to the District's self evaluation for accreditation.
22. Maintain office hours in the Virtual College at times appropriate to the needs of Virtual College faculty, students, and staff.
23. Work with College staff to design and distribute promotional materials for the Virtual College.
24. Support Virtual College staff in monitoring proper security and physical maintenance of equipment in the Virtual College Office.
25. Develop, implement, and update a personal professional development plan on an as-needed basis.
26. Perform related duties and responsibilities as assigned.

**Employment Standards (Knowledge of):**

1. Planning, organization, and direction of current Virtual College programs.
2. Operations, services, and activities of the Virtual College.
3. Applicable policies, procedures, goals, and objectives of the Virtual College.
4. Current course management system used for Virtual College offerings (e.g., BlackBoard).
5. Capabilities of computer systems, software, and hardware used in business and management systems.
6. "Best practices" in distance education delivery and online pedagogy.
7. Effective strategies for training and professional development.
8. Mission, philosophy, and goals of the College.
9. District organization, operations, policies, and procedures.
10. California Community College System and functioning on state, local, and institutional levels.
11. Principles of business and personnel coordination.

12. Organization and coordination of records.
13. Pertinent federal, state, and local laws, codes, and regulations related to distance education, including appropriate sections of the California Education Code.
14. ACCJC guidelines on distance education related to accreditation.
15. Accessibility issues and regulations related to distance education.
16. Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

**Employment Standards (Skills & Abilities):**

1. Operate modern office equipment, including computer equipment and software.
2. Develop and maintain interpersonal relationships.
3. Plan, direct, and coordinate the operations of the Virtual College.
4. Develop innovative programs and services to meet the diverse needs and interests of the community.
5. Establish feasible program goals and evaluate program results.
6. Analyze situations accurately and adopt an effective course of action.
7. Apply and interpret pertinent laws, rules, regulations, and policies.
8. Communicate clearly and concisely, both orally and in writing.
9. Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
10. Prepare comprehensive narrative and statistical reports.
11. Effectively utilize computer equipment, software, information management systems, and course management systems in the performance of duties.
12. Identify and respond to faculty issues, concerns, and needs with regard to distance education.
13. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
14. Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to the District's programs and functions.
15. Meet schedules and timelines.
16. Work independently with little direction.

**Minimum Qualifications:**

1. Master's degree in a related field preferred; Bachelor's degree considered.
2. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Special Requirements:**

1. College teaching experience, including 1-2 years successful online teaching experience.

<sup>1</sup>The District retains the right to deny or reassign a release time position at any time based on changing needs for DAP. Assignment percentages and length of term may be adjusted by the District, as needed.