

## VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: DISTANCE EDUCATION COORDINATOR**

### **FLSA STATUS: EXEMPT**

### **BASIC FUNCTION:**

Under the supervision of the Dean of Instructional Operations, the Distance Education (DE) Coordinator is responsible for the support and operations of the College's Distance Education programs. The DE Coordinator works with the instructional deans, faculty, and staff to advocate and promote distance education courses and degrees. The DE Coordinator also assists instructional divisions and the Faculty DE Facilitator in maintaining, expanding, and improving distance education services to students and faculty.

### **REPRESENTATIVE DUTIES:**

Ensures compliance with state, DE Federal Regulations including federal financial aid requirements, ACCJC standards and policies, Americans with Disabilities Act, licensing, copyright laws and regulation, and Title 5 regulations. *E*

Working with the Instructional divisions, determines program costs and works with appropriate College offices to arrange access to distance learning materials, programs, and appropriate student services. *E*

Develops and manages DE budgets. *E*

Coordinates and implements instructional design projects from inception to completion. *E*

In coordination with the DE Facilitator and division deans, assists in completing the non-instructional Program Review. *E*

In conjunction with DE Facilitator, organizes faculty training and supplemental technology. *E*

Works with the Grants Office to identify and pursue grant opportunities and other funding sources for DE innovation. *E*

In coordination with divisions and DE Facilitator, leads the development activities in the design and production of learning materials in a variety of formats which would include print, graphics, audio, video, animation and multimedia to support teaching and learning. *E*

Works with DE/Canvas/IT supervisory staff to promote effectiveness and productivity of DE support services including making sure that DE service requests are addressed in a timely manner to improve student success. *E*

Conducts ongoing review of technological resource and support needs for students and faculty. *E*

Works with assessment, curriculum, and department chairs to disseminate information and coordinate submission of SLO/PLO assessment data and rubrics as needed. *E*

Maintains list of certified DE faculty, DE courses and degrees. *E*

Approved by the BOT on December 10, 2019

Approves new DE certified faculty in consultation with the Distance Education Advisory Committee (DEAC) and in line with the Victor Valley College Academic Senate-approved certification process. *E*

Implements and monitors certification training in consultation with the DE Facilitator and the DEAC. *E*

In coordination with the DE Facilitator and DEAC, plans, creates and implements course management system training for all faculty on an ongoing basis. *E*

In coordination with student services, DE Facility and DEAC, plans, creates and implements student online readiness training. *E*

Develops a DE Plan (Short- and Long-Term Goals) for DE Degree and Certificate targets, enrollment and student success and faculty development. *E*

Prepares and presents an annual report on all DE activity to the Board of Trustees. *E*

Develops, reviews, revises, and recommends district board policies and administrative procedures relevant to Distance Education. *E*

Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Principles and techniques of distance education, multimedia instruction and instructional delivery systems used to enhance the quality of instruction and student access.

Principles of planning, organizing and scheduling.

Instructional design systems, methods and practices.

Student Learning Outcomes and assessment.

Principles and practices of budget preparation and administration.

Pertinent federal, state, and local laws, codes, and regulations.

### **ABILITY TO:**

Establish and maintain effective working relationships with students, faculty, staff and the public.

Think “outside the box” and to lead and manage change in a positive and inclusive manner and work effectively with ethnic, cultural and diverse student population.

Travel to meetings and conferences related to Distance Education.

Meet a flexible work schedule, if necessary.

Demonstrate, facilitate, and model the essential functions of the job to ensure quality customer service.

Oversee, supervise, and coordinate the work of assigned staff.

Communicate clearly and concisely, both orally and in writing.

Plan and organize work to meet challenging priorities and deadlines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to a Bachelor's degree from an accredited college or university and three years of experience in both technical and pedagogical areas of distance education including knowledge of course management systems. Must have experience in educational technology, instructional design including curriculum development, and multimedia production and/or post-secondary teaching.

**WORKING CONDITIONS:**

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, hand and digit dexterity to operate a computer keyboard, reaching, bending at the waist, and hearing and speaking to communicate and provide information to others.