



Approved by the Board of Trustees on February 10, 2026  
FLSA: Exempt

## **DISTANCE EDUCATION PROGRAM MANAGER**

### **DEFINITION**

Under general direction, plans, organizes, coordinates, and performs specialized duties to promote and advocate for distance education courses, alternative distance learning delivery methods, and degree programs; participates in the maintenance, expansion, and improvement of the District's distance education services; provides student and faculty support related to distance education, learning materials, and technology; ensures adherence to ADA and digital accessibility requirements for online instruction and instructional materials; ensures compliance with applicable rules and regulations; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from assigned supervisory management personnel. Exercises direct supervision over professional, technical, administrative support staff, and student workers.

### **CLASS CHARACTERISTICS**

This management classification is responsible for one or more programs related to ongoing District operations, initiatives, and services ensuring alignment with the attraction, retention, and academic success of students. Incumbents are responsible for designing, planning, implementing, evaluating, and modifying the program, including short- and long-term planning activities; preparing and implementing program budgets; supporting and analyzing programmatic practices and procedures; and developing and implementing recommendations for program operational or procedural improvements. Incumbents serve as a specialist, liaison, and advocate for the assigned program(s) requiring the use of initiative and resourcefulness, considerable independent judgment, and regular contact with program stakeholders.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, manages, implements, and oversees the daily activities and administration of the District's distance education programs; performs specialized duties to promote, expand, and improve the District's distance education services and alternative distance learning delivery methods.
- Participates in the development of the District's Distance Education Plan, including short- and long-term goals and objectives.
- Assist faculty in ensuring courses offered through distance education meet the overall educational standards of the institution.
- Serves as the District's lead coordinator for digital accessibility in distance education, ensuring accessible online learning environments for students with disabilities and compliance with ADA/Section 508 standards.
- Ensures District-wide adherence to ADA, Section 508, and digital accessibility standards in all online courses, instructional materials, and distance education technologies, consistent with Chancellor's Office guidance and current regulations.

- Coordinates ongoing monitoring, evaluation, and improvement of accessibility practices in distance education courses and digital content to ensure equitable student access and institutional compliance.
- Collaborates with District faculty and staff to prepare, promote, and arrange access to distance learning programs, services, and materials; coordinates and implements instructional design projects.
- Serve as the college distance education coordinator and primary contact for the college to the California Community College Chancellor's Office, as well as to other external organizations such as the California Virtual Campus @ONE, CCCConfer; provide accurate and appropriate information for internal and external reports; and oversee the maintenance of distance learning records and files.
- Participates in the development, administration and oversight of the Distance Education budget; monitors program expenditures to ensure compliance with established laws and regulations, assists with identifying and pursuing grant opportunities and other funding sources to support and expand distance education.
- Leads the design, development, and production of learning materials in a variety of formats including print, graphics, audio, visual, and multimedia in support of teaching and learning objectives.
- Conducts ongoing assessments of technological resources and support needs for students and faculty; organizes faculty training, student online readiness training, and supplemental technology.
- Work with the Vice President of Instruction, the Dean or designee, and college professional development efforts to plan, create, and lead workshops, training sessions, and staff consultations on using educational technology and learning management systems.
- Works collaboratively with District faculty and staff to periodically evaluate the program's effectiveness relative to its goals and objectives; recommends program adjustments where appropriate.
- Facilitate activities to enhance student success as related to instructional technology and distance education.
- In collaboration with the District's Distance Education Advisory Committee (DEAC), approves new Distance Education certified faculty; maintains records of certified faculty, courses, and degrees; and implements and monitors certification training in conjunction with management staff and the DEAC.
- Review and evaluate demand for distance learning courses, student satisfaction, student retention and student success, and develop recommendations for improvement and instructional effectiveness in coordination with faculty, division deans, and support services.
- Stays abreast of new trends and innovations in distance education/learning, researches emerging products and enhancements and their applicability to District needs.
- Ensure that the college complies with all Title 5 regulations, Americans with Disabilities Act (ADA) requirements, Section 508 of the Workforce Rehabilitation Act, accreditation standards relating to distance education and intellectual property rights.
- Prepares program business documents and reports; research, compiles, and organizes information and data for specialized reports; and presents report findings.
- Administer and maintain learning management systems (LMS) to ensure the effective delivery of academic content and services, promoting student success.
- Provide leadership and direction in the use of new technologies for the presentation of curriculum to students including, but not limited to, distance education, multimedia, videoconferencing, web-based instruction, and other internet activities within the classroom.
- Develop and deliver training and professional development opportunities for faculty and staff on effective online teaching strategies and the use of educational technology.
- Provide guidance and support to faculty in applying online course design standards in content presentation, interaction, assessment, and accessibility.
- Manage the collection of courses offered through CVC-OEI and recommend changes to increase student enrollment from outside the District.
- Attend meetings and training sessions as required.
- Creates and organizes program records and files.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.

- Participates in the selection of trains, motivates, supervises, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to management.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of the District's distance education programs.
- Principles of program coordination, administration and evaluation.
- Instructional design systems, methods and practices.
- Student Learning Outcomes and assessment.
- Principles and practices of budget preparation and administration.
- Techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of data collection and report preparation.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state laws, regulatory codes, ordinances, and policies relevant to assigned area of responsibility.
- Methods and techniques of preparing business correspondence and reports.
- Principles and procedures of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, project, and task coordination, including computers and software programs relevant to work performed.
- CVC-OEI Consortium for California Community Colleges
- Current issues, trends, and best practices in distance education.
- Modes of distance education delivery
- Recent developments in distance education technologies

### **Ability to:**

- Perform a diverse range of coordinative tasks in support of distance education.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards related to distance education.
- Provide administrative, management, and professional leadership for distance education.
- Develop innovative programs and services to meet the diverse needs and interests of the student community.
- Interpret, apply, and ensure compliance with, District, applicable federal, state laws, guidelines, and policies including accreditation standards, copyright and intellectual property rights, and Section 508 compliance.
- Prepare, interpret, summarize, and present administrative and technical information and data in an effective manner.

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner
- Conduct complex research projects, evaluate alternatives, and make sound recommendations.
- Prepare and administer program budgets.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Identify and respond to faculty and student issues, concerns, and needs with regard to distance education.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively representing the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Maintain accurate records and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax. (one on one, group, and/or presentations)
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, education, or a related field.

Experience:

- Four (4) years of increasingly responsible technical and/or pedagogical experience in the coordination and management of distance education programs and services, including instructional design and a variety of alternative delivery methods.

**Licenses and Certifications:**

- Possession of a valid California Driver's License, to be maintained throughout employment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.