

Director, Distance Education
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

Under the direct supervision of the Vice President, Academic Affairs, the Director of Distance Education manages and coordinates distance education at Cerro Coso Community College. Primary responsibilities include: facilitating the development, implementation, and evaluation of distance education courses and programs; marketing; and enrollment management. The position provides training to assist faculty and staff with incorporating instructional design principles that reflect current learning theory and effectively employing technology to ensure sustained academic integrity and continual improvement of the student learning environment.

Examples of Duties

1. Promote development and implementation of policies, procedures, and standards of effective delivery of distance education.
2. Determine in collaboration with faculty chairs, the online, interactive television (iTV), and hybrid offerings for class schedules.
3. Coordinate physical resources; assign and supervise support staff; respond to problems related to distance learning as needed; and communicate with faculty, staff, and students regarding instructional stoppages or other problems.
4. Participate in an on-going planning process that includes specific objectives, activities, and time frames; assist in the development of the distance learning annual budget; develop annual goals and action plans in cooperation with the Vice President of Academic Affairs, Vice President of Student Services, and the President of Cerro Coso Community College.
5. Collaborate with student services, campus bookstore, Learning Assistance Center(s), Public Information, Marketing and Development Manager, and site directors to address various student information, advising, and learning support needs at all campuses.
6. Provide training for instructors in the use of distance education technologies, methods, and procedures.
7. Assist faculty in ensuring courses offered through distance education meet the overall educational standards of the institution.

Examples of Duties (continued)

8. Participate in the faculty evaluation process where appropriate.
9. Supervise the Instructional Design Specialist in designing and implementing processes for reviewing and evaluating distance education courses for instructional effectiveness and assist faculty with effective course design that reflects principles of learning theory.
10. 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.
11. Remain current with regional and national developments in distance education and update faculty and staff on these developments through classes, workshops, and one-on-one training as appropriate.
12. Ensure compliance with college, state, and federal codes, guidelines, and policies, including accreditation standards, copyright and intellectual property rights, and Section 508 compliance.
13. Supervise distance education staff, including set priorities, direct workflow, and conduct employee evaluations.
14. Identify, write, and administer grant and revenue generating proposals consistent with college and district strategic plans.
15. Attend a variety of meetings and serve on assigned committees.
16. Perform related duties as assigned.

Qualifications

- Master's degree, in Instructional Design, Instructional Technology, or Educational Technology, or equivalent.
- Three years demonstrated progressively responsible leadership and supervisory roles in an educational setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Current issues, trends, and best practices in distance education.
- Modes of distance delivery, including online, interactive television (iTV), hybrid, and video conferencing.
- Recent developments in distance education technologies.
- Effective instructional design principles.
- Section 508 compliance standards for distance education.
- Matriculation procedures.
- Mission of California Community Colleges.

Ability to:

- Communicate effectively both orally and in writing.
- Work effectively with students, faculty, staff, and industry.
- Work effectively with representatives of educational agencies, business, government, and the community-at-large in the identification, development, and implementation of distance education courses and programs.
- Demonstrate computer competence.
- Demonstrate leadership abilities.
- Apply policies and procedures consistently and correctly.
- Demonstrate sensitivity in working with people of diverse racial, ethnic, and socioeconomic backgrounds, as well as those with disabilities.
- Demonstrated ability to use initiative and resourcefulness in problem-solving.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
2	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)