

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE -COMPTON COLLEGE**



DISTANCE EDUCATION FACULTY COORDINATOR

POSITION DESCRIPTION

Under the direction of the *assigned* Dean of ~~Student Learning or appropriate dean~~, the Distance Education Faculty Coordinator is responsible for the overall coordination of a Distance Education (DE) program and will serve as a liaison between administrators and instructors. The DE Faculty Coordinator and the DE Instructional Coordinator will chair the Distance Education Advisory Committee to foster campus-wide communication of objectives and resources. The DE Faculty Coordinator will be selected from the ranks of full-time instructors for approval by the ~~academic~~ *assigned* deans and the Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

- ~~To~~ *Oversee*, direct and coordinate the day-to-day functions of the Distance Education Program.
- ~~To~~ *Maintain* current knowledge and understanding of curriculum, support services, policies, laws, and regulations as mandated by State and Federal laws for the DE program.
- ~~To provide leadership.~~
- ~~To be~~ *Responsible* for maintaining records and assisting in preparing budget as may be required for the DE program.
- ~~To~~ *Evaluate* support personnel and make staffing recommendations to the assigned administrator.
- ~~To~~ *Assess* and evaluate in a timely manner the progress and benefit of the DE program and other online initiatives, the Online Education Initiative and Open Educational Resources.
- ~~To~~ *Perform* assigned committee work, ~~including participation in program review of the accreditation process,~~ and ~~to~~ attend meetings called by the District, as long as such obligations are considered reasonable.
- Oversee the creation of a mentor program for new distance education faculty, implement a course shell evaluation process, and assist with the creation of discipline-specific model courses.
- Ensure that all online classes meet or exceed legal requirements and robustly support student learning.
- To participate in the assigned Distance Education program review process.
- ~~A detailed list of duties is to be formulated by the Dean in conjunction with the Faculty Coordinator. This list of duties is to be reviewed on a yearly basis with both parties~~
- *Yearly, develop a list of duties for review and approval by the assigned Dean.*
- *Perform other duties as assigned.*

REQUIRED QUALIFICATIONS

~~Master's degree or equivalent, three years' experience in program administration or coordination, and experience with budget management.~~

~~One year of formal training, internship, or leadership experience related to the administrator's assignment. Experience teaching online.~~

~~Knowledge of both Canvas and Etudes course management systems.~~

~~Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.~~

Full-time Compton Community College District Instructor

Salary Range: Current Salary and the DE Faculty Coordinator will be compensated with ~~release~~ *reassigned* time.

Conditions of Employment: ~~Temporary, full-time, position beginning...~~ *Temporary Assignment, Full-time Compton Community College District Instructor.*