

# COMPTON COMMUNITY COLLEGE DISTRICT



## **DISTANCE EDUCATION MANAGER**

**FLSA: EXEMPT**

### **POSITION DESCRIPTION**

Under the direct supervision of the Vice President, Academic Affairs, the Distance Education Manager manages and coordinates distance education at Compton College. Primary responsibilities include: budget oversight of the Distance Education Department; oversee day-to-day operations of the Distance Education Department including creation of shells in the Learning Management System (LMS), managing shells for committees and program, collecting and sharing data about LMS usage; providing training for student support services; collaborating with the Distance Education Advisory Committee, instructional deans, division chairs, and faculty assigned to the Distance Education Department; supporting and facilitating the development, implementation, promotion, and evaluation of distance education courses and programs; and promoting alternative distance learning delivery methods. 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. The Distance Education Manager will develop workshops and train (face-to-face and online) faculty and staff in order to maintain Section 508/ADA requirements in all Distance Education Manager Classes.

The Distance Education Manager will acquire, update/convert, design, produce, and evaluate access of distance education media and electronic information in the Learning Management System, Canvas, to ensure accessibility for disabled persons, including overseeing the conversion of currently running and newly approved Distance Education classes in accordance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other university, state, and federal policies, procedures, or mandates

### **ESSENTIAL DUTIES/FUNCTIONS**

- Oversees and directs the work of staff assigned to the Distance Education Department; and work closely with the Distance Education Faculty Coordinator and the Instructional Designer/Faculty Distance Education Trainer.
- Provides leadership in the design and delivery of training, in multiple delivery formats, in large-group and one-on-one settings, on distance learning applications and teaching strategies. May deliver training and at irregular hours;
- Coordinates and implements instructional design projects from inception to completion;
- May provide training for faculty and staff on distance education technologies, methods, and procedures;
- Assists faculty in ensuring courses offered through distance education meet the overall educational standards of the institution;
- Monitors and maintains the evaluation of online courses;
- Evaluates, processes and implements video conference programs and services for faculty, staff, and external groups by providing reports, assessments and other evaluative information;

- Develops and manages the annual Distance Education Department budget;
- Works closely with the Distance Education Faculty Coordinator and the Instructional Designer/ Faculty Distance Education Trainer to design / production of learning materials in a variety of formats which would include print, graphics, audio, video, animation and multimedia to support teaching and learning, and college information needs;
- Works with the Instructional Designer/Faculty Distance Education Trainer to assist faculty with converting instructional books, materials, documents and other information into alternate formats, such as Braille, enlarged print, closed caption audio/visual materials, websites, email, mobile applications, and presentations within Canvas.
- Supports, reviews, and evaluates the design and implementation processes for online student services and supports assists faculty with effective course design that reflects principles of learning theory;
- Collaborates with the Distance Education Advisory Committee, administrators/managers, division chairs, faculty, and staff;
- Directs Compton College activities to export and import distance education courses through collaborative initiatives, such as the California Virtual College–Online Educational Initiative;
- Serves as the Compton College and distance education primary contact with the California Community College Chancellor’s Office, as well as to other external organizations such as the California Virtual Campus Online Education Initiative, @ONE, CalBright, CCCConfer; provides accurate and appropriate information for internal and external reports; and oversee the maintenance of distance learning records and files;
- Assists with the development and implementation of policies, procedures, and standards of effective delivery of distance education;
- Ensures compliance with licensing and copyright laws and regulations; with college, state, and federal codes, guidelines, and policies, including accreditation standards, copyright and intellectual property rights, and Section 508 compliance;
- Remains 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;
- Gathers and updates information for the college website, as well as information for related Academic Affairs and Distance Learning databases;
- Participates in an on-going planning process that includes specific objectives, activities, and time frames; assists in the development of the distance learning annual budget; develops annual goals and action plans in cooperation with the Vice President of Academic Affairs.
- Collaborates with student services, campus bookstore, Information Technology Services, Community Relations, and other administrators/managers to address various student information, advising, and learning support needs at all campuses;
- Coordinates physical resources; responds to problems related to distance learning as needed; and communicates with faculty, staff, and students regarding instructional stoppages or other problems;
- Serves as resource for administrators/supervisors, division chairs, faculty and staff in compiling data and preparing reports; and,
- As needed, prepares and assists with preparation of grant proposal.
- Represents Distance Education on campus committees and taskforce.
- Performs related duties as required or assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

- Principles, practices, and methods of program planning, implementation, and evaluation.
- Procedures for planning, implementing, and maintaining a programs and related activities.
- Educational, cultural, age-specific, and social needs of the community.
- Principles, practices, and techniques of effectively dealing with the public and public relations.
- Safe work practices, including safe driving rules and practices.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Applicable accreditation standards related to distance education.
- Basic budgeting principles and practices.
- Current issues, trends, and best practices in distance education.
- Modes of distance delivery, including online, hybrid, and video conferencing.
- Recent developments in distance education technologies.
- Effective instructional design principles.
- Section 508 compliance standards for distance education.
- CVC-OEI Consortium Community Colleges
- Mission of California Community Colleges.
- Techniques for providing a high level of client services by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic, and ethnic groups.

### **Ability to:**

- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Explain, demonstrate, facilitate, and model the essential functions of the job to ensure quality Distance Education instruction.
- 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.
- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility.
- Use judicious and independent judgment within general policy, procedural, and legal guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively and professionally with constituents both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships.
- Maintain and present accurate records, reports, and statistical data.
- Research, propose, and implement new technologies and procedures.
- Maintain confidentiality in compliance with FERPA.

### **EDUCATION AND EXPERIENCE**

- Master's degree
- One year of leadership experience including supervision and evaluation of student services personnel and budget management.
- Three years' experience in the coordination of academic affairs or student services program.
- Sensitivity and understanding of the diverse academic, social, economic, cultural, disability and ethnic backgrounds of community college students.

### **PHYSICAL DEMANDS**

- Travel within and outside of the District in performing responsibilities and functions.
- Work under tight deadlines.
- Hear and speak to exchange information.
- Use hand, wrist and finger dexterity to operate a variety of office equipment.
- Lift up to 25 pounds.