

COMPTON COMMUNITY COLLEGE DISTRICT



DISTANCE EDUCATION FACULTY COORDINATOR

POSITION DESCRIPTION

Under the direction of the assigned Dean of, 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 assigned deans and the Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

- Oversee, direct and coordinate the day-to-day functions of the Distance Education Program.
- Maintain current knowledge and understanding of curriculum, support services, policies, laws, and regulations as mandated by State and Federal laws for the DE program.
- Responsible for maintaining records and assisting in preparing budget as may be required for the DE program.
- Evaluate support personnel and make staffing recommendations to the assigned administrator.
- 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.
- Perform assigned committee work, and 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.
- Yearly, develop a list of duties for review and approval by the assigned Dean.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Full-time Compton Community College District Instructor

Salary Range: Current Salary and the DE Faculty Coordinator will be compensated with 40 % reassigned time for academic year 2020-2021 and 20% reassigned time for academic year 2021-2022 and thereafter.

Conditions of Employment: Temporary Assignment, Full-time Compton Community College District Instructor