



COMPTON COMMUNITY COLLEGE DISTRICT
ASSOCIATE DEAN, DISTANCE EDUCATION AND INSTRUCTIONAL TECHNOLOGY

FLSA: EXEMPT

POSITION DESCRIPTION

Under the direction of the Vice President, Academic Affairs, provide leadership and direction for distance education and instructional technologies at Compton College. Primary responsibilities include budget oversight of the Distance Education and Instructional Technology (DEIT) Department; manage the day-to-day operations of the DEIT Department including creation of shells in the Learning Management System (LMS), managing shells for committees and programs, supporting course shells, collecting and sharing data about LMS usage; providing training for student support services; collaborating with the Distance Education Faculty Coordinator and Instructional Designer/Faculty Distance Education Trainer to provide training to faculty on the LMS and instructional technologies; collaborating with the Distance Education Advisory Committee, instructional deans, division chairs, and faculty assigned to the DEIT Department; supporting and facilitating the development, implementation, promotion, and evaluation of distance education courses and programs; promoting alternative distance learning delivery methods; coordinating initiatives promoting affordability and equity of instructional materials, including Open Educational Resource (OER), Zero Textbook Cost (ZTC) and Low Textbook Cost (LTC). Provide 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. Manage the development of workshops and training of faculty and staff to maintain Section 508/ADA requirements in all distance education classes.

Support the acquisition of external technologies and facilitate the process ensuring accessibility as well as integration of these resources into the LMS. Ensure compliance in accordance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other state, and federal policies, procedures, or mandates.

ESSENTIAL DUTIES/FUNCTIONS

- Direct, manage, and evaluate the work of staff and faculty assigned to the DEIT Department.
- Collaborate with the Distance Education Faculty Coordinator to support the Distance Education Advisory Committee, support the process for faculty distance education, and in writing the DEIT Department program review.
- Collaborate with the Instructional Designer/Faculty Distance Education Trainer on instructional design curricular and co-curricular integration projects, providing training and assessing digital learning tools.
- Provide 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.
- Coordinate and implement instructional design projects from inception to completion;
- Oversee and provide training for faculty and staff on distance education technologies, methods, and procedures;

- Assist faculty in ensuring courses offered through distance education meet the overall educational standards of the institution;
- Monitor and maintain the evaluation of online courses;
- Facilitate the process ensuring accessibility, such as Voluntary Product Accessibility Template (VPAT), as well as integration of these resources into the LMS.
- Develop and manage the annual DEIT Department budget;
- Collaborate with the Distance Education Faculty Coordinator and the Instructional Designer/Faculty Distance Education Trainer to design and produce 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.
- Collaborate with the Instructional Designer/Faculty Distance Education Trainer and the Director of the Special Resource Center 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.
- Support, review, and evaluate the design and implementation processes for online student services and assist faculty with effective course design that reflects principles of learning theory;
- Collaborate with the Distance Education Advisory Committee, administrators/managers, division chairs, faculty, and staff;
- Direct Compton College activities to export and import distance education courses through collaborative initiatives, such as the California Virtual College–Online Educational Initiative;
- Serve 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; provide accurate and appropriate information for internal and external reports; and oversee the maintenance of distance learning records and files;
- Develop and market ZTC and alternative format pathways, in collaboration with instructional deans, department chairs, enrollment service and instruction;
- Coordinate initiatives promoting affordability and equity of instructional materials;
- Assist with the development and implementation of policies, procedures, and standards of effective delivery of distance education;
- Ensure 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;
- 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;
- Gather and update information for the college website, as well as information for related Academic Affairs and Distance Learning databases;

- 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.
- Collaborate with student services, campus bookstore, Information Technology Services, Community Relations, and other administrators/managers to address various student information, advising, and learning support needs;
- Coordinate physical resources; respond to problems related to distance learning as needed; and communicate with faculty, staff, and students regarding instructional stoppages or other problems;
- Serve as resource for administrators/supervisors, division chairs, faculty and staff in compiling data and preparing reports;
- Assist with the preparation of grant proposals.
- Represent Distance Education on campus committees and taskforce; and
- Perform 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.
- Open educational resources and zero cost textbooks.
- 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 faculty and 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.

REQUIRED QUALIFICATIONS

- Master's degree from an accredited college or university in educational technology, educational administration, education, or related field.
- One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.
- Evidence of responsiveness to and understanding of the racial, socioeconomic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

WORKING CONDITIONS:

Work Environment

Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Incumbents are subject to extensive contact with students, faculty, and staff with frequent interruptions, noise, and demanding timelines. Frequently involves working non-standard, evening, and weekend hours.

Physical Demands

Incumbents regularly sit or stand for long periods, travel short distances on campus on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 25 pounds.