

COMPTON COMMUNITY COLLEGE DISTRICT



DISTANCE EDUCATION FACULTY COORDINATOR

POSITION DESCRIPTION

Under the direction of the assigned administrator, the Distance Education Faculty Coordinator is responsible for the overall coordination of faculty Distance Education (DE) certification and mentoring and will serve as a liaison between administrators and faculty with respect to such matters. The Distance Education Faculty Coordinator (DEFC) will co-chair the Distance Education Advisory Committee with the Instructional Designer/Faculty DE Trainer to foster campus-wide communication of objectives and resources. The DE Faculty Coordinator will be selected from the ranks of full-time faculty for approval by the assigned deans and the Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

- Maintain current knowledge and understanding of curriculum, support services, policies, laws, and regulations as mandated by State and Federal laws for the DE program.
- Work collaboratively with Distance Education Manager and the Instructional Designer - Faculty Distance Education Trainer on the assessment and evaluation of the advancement and benefit of Distance Education 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 mentor program for new distance education faculty, provide oversight for the online course shell demonstration of competency process, and assist with the creation of discipline-specific model courses.
- Work collaboratively with the District-assigned administrator, Academic Senate and relevant committees to develop faculty professional development opportunities. Makes reports or presentations to Academic Senate and as needed to the President/Chief Executive Officer and the Board of Trustees.
- Attend and participate in meetings of the Curriculum Committee and Distance Education Curriculum Subcommittee, which performs technical review of distance education addendums.
- Ensure that all online classes meet or exceed legal requirements and robustly support student learning.
- Participate in the assigned Distance Education program review process.
- Process new faculty DE certifications and/or equivalencies.
- On an ongoing basis, provides a current list of DE certified faculty to the DE Manager to confirm faculty completion of DE certification requirements.
- Attend the Distance Education Coordinators Organization (DECO) Monthly Meetings hosted by the Chancellor's Office during the academic year (excluding intersessions).
- Develop a detailed list of duties annually for review and approval by the assigned administrator.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS

Full-time Compton Community College District Instructor

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

PREFERRED QUALIFICATIONS

- Experience teaching in an online environment.
- Understanding of effective online teaching practices.
- Knowledge of applicable regulations and laws related to accessibility (508) and FERPA.
- Interest in exploring new technologies.
- Excellent organizational and communication skills.
- Knowledge of the Canvas learning management system

Salary Range: Current Salary and the DE Faculty Coordinator will be compensated with 25% reassigned time for academic year and thereafter. Additional paid time at the faculty hourly rate during intersessions, not to exceed 15 hours in Winter and 30 hours in Summer, shall be approved by the District-assigned administrator.

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