

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DISTANCE EDUCATION FACULTY COORDINATOR

SUMMARY DESCRIPTION

Under the administrative leadership of the Dean of Instructional Support Services, the Distance Education (DE) Faculty Coordinator works with faculty, staff, and administrators to implement the DE Plan, coordinate DE program development, offer training and support for online instructors, and provide guidance regarding online instruction, evaluation, and compliance with federal, state, and accreditation regulations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Develop and coordinate DE training for faculty
2. Coordinate Distance Education Faculty Training (DEFT) certification program, including training facilitators, regularly updating course materials, and maintaining certification records
3. Implement and annually evaluate the SWC DE Plan and update the DE Handbook
4. Provide leadership in promoting effective online course design and delivery
5. Serve as a resource and point of contact for faculty working on DE curriculum development and review
6. Assist in the development, review, and revision of policies and procedures related to distance education
7. Coordinate collaboration between Online Learning Center (OLC) and Institutional Technology to identify, integrate, and assess technical requirements for effective distance education delivery.
8. Develop and maintain the DE area of the college website
9. Keep current in federal regulations and state changes in Title 5 and Education code related to DE
10. Attend professional development events to maintain currency and bring back information for the college's faculty, staff, and administrators.
11. Assist in the coordination of support and resources for faculty compliance with Section 508 of the Federal Rehabilitation Act and Americans with Disabilities Act
12. Complete DE Academic Program Review and Annual Snapshot as a part of program improvement and college budget processes
13. Work with faculty to monitor and evaluate demand for and expansion of online course offerings and to identify faculty needs
14. Assist in the development of student readiness resources for DE students
15. Provide leadership as chair of DE committee, member of Academic Technology Committee and Institutional Technology Committee, and resource member of Curriculum Committee for DE-related matters
16. Serve on the Academic Senate Executive Committee and communicate regularly with the Academic Senate President regarding DE matters
17. Serve as Single Point of Contact for the Chancellor's Office, the Online Education Initiative, @ONE, and related groups and programs.
18. Represent SWC on the Region 10 SDICCCA Subcommittee on Distance Education and the Distance Education Coordinators Organization

KNOWLEDGE AND ABILITIES

Knowledge of:

Modes of distance education delivery of instruction

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Distance Education Faculty Coordinator - *Continued*

Federal and state regulations, accreditation standards, initiatives, and requirements for distance education
Instructional theory and online course design principles
Advanced skills in computer operation, software, and accessible web design
Effective organizational, planning, communication, and interpersonal skills
Principles of effective instruction and facilitation of training, both in person and online
Report writing, basic budgeting procedures and techniques
Organizational structure of the college district and the Academic Senate
Knowledge of the SWC curriculum development and approval process

Ability to:

Communicate with district employees effectively and clearly
Accurately interpret Title 5 regulations, Education Code, ACCJC self-evaluation standards, and other regulatory guidelines and standards
Prepare clear, comprehensive, and accurate reports, presentations, and correspondence.
Work collegially with classified professional staff and administrators
Organize and complete complex projects following a timeline
Conduct meetings, produce minutes, and serve on committees
Travel to represent the college at conferences and on local and state committees
Analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations in support of goals

MINIMUM QUALIFICATIONS:

A Master's Degree from an accredited college or university, **OR** a valid California Community College Credential, **OR** equivalent.

DESIRABLE QUALIFICATIONS:

Experience using Southwestern College's Course Management System in the delivery of online instruction. Presentations, publications, and/or training facilitation in theory and practice of online teaching, development of accessible online course materials, and best practices in online course design and delivery. Excellent time management, organizational, and communication skills. Four (4) years of successful experience teaching fully online. Experience requiring leadership, organizational management, and advanced technical skills in an educational environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

ENVIRONMENT:

Office environment.
Constant interruptions.
Multi-tasking activities.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate office equipment.
Seeing to read and verify accuracy of data.