

# **Distance Education Coordinator**

## **Position Title**

Distance Education Coordinator

Faculty reassigned time: 60%

## **Position Summary**

The Distance Education Coordinator provides faculty leadership and coordination for Hartnell College's distance education program. The position supports high-quality, accessible, equitable, and regulation-compliant online, hybrid, and technology-enhanced instruction. The DE Coordinator works collaboratively with faculty, classified professionals, administrators, the Distance Education Committee Chair(s), Academic Senate, curriculum leadership, student support areas, and technology support staff to strengthen distance education practices and services across the college.

This is a faculty reassigned-time position for full-time applicants and an equivalent Special Project Agreement (SPA) for part-time applicants.

## **Purpose of the Role**

The purpose of the Distance Education Coordinator role is to provide overall coordination, planning, communication, and compliance support for distance education. This position serves as a primary faculty resource for DE policy, online teaching standards (including regular and substantive interaction), faculty certification or preparation processes, CVC/POCR-related work, accessibility expectations, and continuous improvement of online learning.

## **Expected Time Obligation**

The position carries 60% faculty reassigned time. For planning purposes, this represents the equivalent of approximately 60% of a full-time faculty assignment, with regular weekly availability during the fall and spring semesters.

The DE Coordinator is expected to:

- Maintain a predictable weekly schedule for DE coordination duties that prioritizes campus-centered accessibility. This includes a baseline of four (4) hours per week dedicated specifically to face-to-face office hours, live trainings, or direct on-campus support activities to maximize visibility and engagement with faculty.
- An additional nineteen (19) hours per week will be dedicated to a blend of virtual and face-to-face faculty support. With an institutional expectation of a strong physical presence to serve our campus community, any specific remote work schedules within these hours will be mutually reviewed and approved by the Dean of Distance Education.
- Attend regular meetings related to DE coordination, curriculum, accessibility, instructional technology, and statewide DE updates as assigned.
- Provide timely responses to faculty and administrative inquiries.
- Complete recurring reports, updates, and planning documents by established deadlines.
- Coordinate with the Assistant DE Coordinator to avoid duplication and ensure continuity of faculty support.

## **Primary Responsibilities**

### **Faculty Training and Peer Support**

- Develop and facilitate workshops, drop-in sessions, peer support activities, and asynchronous training resources for online and hybrid teaching.
- Support faculty in applying effective online teaching practices, including student engagement, inclusive communication, accessible materials, effective assessments, and regular and substantive interaction.
- Assist with local online teaching certification, onboarding, mentoring, or course readiness activities as assigned.
- Help faculty interpret and apply local DE guidelines, quality standards, and course design expectations.
- Collect feedback from faculty about training needs and report patterns to the DE Coordinator.

## **Canvas and Instructional Technology Support**

- Support faculty use of Canvas and related instructional technologies in collaboration with technology support staff.
- Create or update how-to guides, videos, FAQs, templates, and other practical resources for instructors.
- Identify recurring faculty questions or technical barriers and communicate trends to the DE Coordinator and appropriate support areas.
- Assist faculty in evaluating whether instructional tools support accessibility, student engagement, privacy, and sound pedagogy.
- Help faculty prepare course shells for effective navigation, organization, communication, and student support.

## **Distance Education Planning and Coordination**

- Coordinate implementation of college distance education goals, priorities, and annual work plans in collaboration with the appropriate administrator, Academic Senate, the DE Committee Chair(s), and relevant governance groups.
- Support the development, review, and revision of DE-related procedures, guidelines, handbooks, and faculty resources.
- Help identify priorities for improving online, hybrid, and technology-enhanced instruction.
- Assist with DE-related program review, annual planning, accreditation narratives, and institutional reporting.
- Track progress on major DE initiatives and provide periodic updates to appropriate stakeholders.

## **Compliance, Quality, and Online Teaching Standards**

- Maintain current knowledge of federal, state, accreditation, and California Community Colleges requirements related to distance education.

- Provide faculty guidance on regular and substantive interaction, accessibility, authentication, privacy, copyright, and other DE-related requirements.
- Coordinate or support processes related to online teaching certification, equivalency, or local preparation requirements.
- Support the development and maintenance of quality standards for online and hybrid courses.
- Collaborate with curriculum leadership to provide DE-related consultation for course outlines, DE addenda, and curriculum processes.

### **Faculty Support and Professional Development**

- Coordinate a faculty professional development plan for online, hybrid, and technology-enhanced teaching.
- Work with the Assistant DE Coordinator to design, schedule, and evaluate workshops, drop-in support, mentoring, and asynchronous resources.
- Provide guidance to faculty on effective online course design, inclusive pedagogy, accessibility, student engagement, and assessment in online environments.
- Support faculty participation in CVC, POCR, local peer review, or similar quality review processes as applicable.
- Identify faculty training needs through surveys, consultations, DE Committee feedback, and institutional priorities.

### **Collaboration with the DE Committee Chair(s)**

- Meet regularly with the DE Committee Chair(s) to align coordinator work with committee priorities.
- Provide reports, data, recommendations, or agenda items to the DE Committee Chair(s) as requested.
- Collaborate on communication between the DE Committee, Academic Senate, administration, and faculty.
- Serves as an active member of the DE Committee as a voting member.

## **Communication and Liaison Work**

- Serve as a faculty-facing point of contact for DE coordination questions.
- Communicate DE updates, deadlines, training opportunities, policy changes, and resources to faculty.
- Collaborate with Academic Senate, curriculum bodies, student services, accessibility services, library services, OER/ZTC leads, and technology support teams.
- Represent the college in statewide or regional DE meetings as assigned, such as DECO, CVC, POCR, or Chancellor's Office-related activities.
- Bring statewide updates and recommended actions back to the appropriate administrator, DE Committee Chair(s), Academic Senate, and faculty groups.

## **Data, Reporting, and Continuous Improvement**

- Collaborate with institutional research and administrative partners to review DE-related data, including enrollment, success, retention, equity gaps, modality patterns, faculty training participation, and student support needs.
- Prepare or contribute to DE reports, annual updates, accreditation evidence, and presentations.
- Recommend improvements based on student outcomes, faculty needs, accessibility expectations, technology changes, and regulatory requirements.
- Maintain organized records of DE coordination activities, training participation, certifications, communications, and major initiatives as appropriate.

## **Minimum Qualifications**

- Current full-time or part-time faculty member at Hartnell College.
- Demonstrated successful experience teaching online, hybrid, or technology-enhanced courses.
- Demonstrated understanding of effective online teaching practices.

- Demonstrated commitment to equity-minded teaching and support for students from diverse academic, socioeconomic, cultural, linguistic, disability, gender, and ethnic backgrounds.
- Strong communication, organization, collaboration, and follow-through skills.

## **Preferred Qualifications**

- Experience using Canvas.
- Experience developing accessible online instructional materials.
- Knowledge of California Community Colleges distance education requirements, Title 5, ACCJC expectations, CVC, POCR, and/or @ONE resources.
- Experience mentoring faculty or facilitating professional development.
- Experience with curriculum processes, Academic Senate processes, accreditation, program review, and participatory governance.
- Familiarity with OER/ZTC, universal design for learning, culturally responsive online teaching, and student-centered online course design.

## **Suggested Deliverables**

The DE Coordinator may be expected to produce or maintain:

- Annual DE work plan or priorities document.
- Faculty guide and resource page updates.
- Faculty training calendar in collaboration with the Assistant DE Coordinator.
- DE certification or preparation tracking process.
- Reports to the Dean of Distance Education.
- Provides updates to the Academic Senate, DE Committee, or governance bodies.
- Summary of statewide DE updates and recommended local actions.
- Annual DE program review or planning contributions.

## **Compensation**

The DE Coordinator position is designed as a 60% release time for full-time faculty members, academic year 2026/2027.

For part-time faculty members, it will be a SPA (for the full academic year) = \$28,454 (Based on 2025/2026 NIC lecture rate\*), academic year 2026/2027.

\*This amount will increase once the 2026/2027 COLA is released by the State of California and the 2026/2027 NIC rate for Hartnell College is calculated).

## **Application Process**

Interested faculty are invited to submit a letter of interest demonstrating qualifications and experience, and how they align with the responsibilities and expectations of the position.

Letter of Interest due by 12:00 noon on **July 10, 2026**

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