



SPECIAL ASSIGNMENT POSITION DESCRIPTION

FACULTY DISTANCE EDUCATION COORDINATOR FOR SPRING 2021

DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE:

The Faculty Distance Education (DE) Coordinator will be a subject matter expert on best practices in online pedagogy and emerging initiatives in online course design. In support of the District's strategic priorities, the Faculty DE Coordinator will assist faculty with course design and methods to meet distance education standards set by California's Title V and the ACCJC. Additional duties will include developing access to Open Educational Resources (OER) and Low/Zero Cost Textbooks, improving quality of distance education courses and programs, and partnering with Information Technology staff to support instruction. The Faculty DE Coordinator will work with the Dean of Academic Affairs on distance education support for faculty, and serve as faculty liaison to the California Virtual Campus (CVC) Online Education Initiative (OEI).

REPORTS TO: Dean of Academic Affairs (SBS & FA, ECE, DE, Curriculum & Scheduling)

SAMPLE DUTIES AND RESPONSIBILITIES:

- Provide leadership in promoting effective distance education pedagogies.
- Provide pedagogical guidance to ensure that the District's distance education offerings are in accordance with Title V, Chancellor's Office regulations, and California Virtual Campus – Online Education Initiative.
- Offer professional development in best practices and pedagogies for distance education through frequent and ongoing workshops, handbooks, tip sheets and guides, electronic communication, peer meetings, online modules, and other channels of communication.
- Regularly attend meetings of the Distance Education Committee and the Technology Committee to provide input in faculty training, advocate for instructional support, and inform district-wide plans.
- Support faculty and academic deans to analyze pertinent data to implement appropriate interventions, identify best practices, and identify faculty training needs for DE.
- Collaborate with the Professional Development Center to encourage faculty training in learning management systems and instructional technologies.
- Attend appropriate training workshops, including but not limited to those provided by the California Virtual Campus-Online Education Initiative and the Chancellor's Office.
- Provide information or expertise as needed, to assist the Dean in supporting faculty who offer instruction through distance education at the College.
- Perform related duties and responsibilities as assigned.

DELIVERABLES EXPECTED:

- Monthly reports to dean, including time and effort reports.
- Recommended sequence of DE faculty training to comply with Title V requirements and ACCJC standards in collaboration with the Professional Development Center, @ONE, and other California Virtual Campus programs.

- Attend appropriate Hartnell meetings (e.g., DE, technology, professional development, curriculum, etc.) and statewide meetings (e.g., CCCConfer, OEI).
- Provide regular updates to campus community about opportunities for DE professional development.
- Collaborate with committees (ad hoc, DE, technology, professional development and/or curriculum) to develop institution-wide policies for DE.
- Ensure that Hartnell's DE courses are appropriately registered in the California Virtual Campus catalog and the CVC exchange.
- Facilitate faculty choices for Open Educational Resources and increase the number of instructional programs that use OER, low-cost or zero-cost materials.
- Other duties within the scope of the position, as assigned by the dean.

DESIRED QUALIFICATIONS AND KNOWLEDGE:

- Evidence of effective online teaching experience at the college level
- Experience and understanding of DE course design and course-level SLO assessment
- Demonstrated ability to work with faculty and administrators
- Experience in using Canvas learning management system
- Enthusiasm for innovation and collaboration

TERMS OF APPOINTMENT:

- The term of assignment will be for the Spring semester of 2021.
- Assignment may be renewed for a period of 12 months, upon successful completion and with recommendation of the dean.
- Time commitment is expected to be at least 5 hours per week.
- Compensation will be a stipend of \$4,000, paid in four monthly installments: February, March, April and May.
- Monthly time and effort reports are required to be submitted to and discussed with supervisor.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment (max. 1 page).
1. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
2. Deadline for submission is Friday, December 11, 2020, at 12:00 pm.