



IMPERIAL VALLEY COLLEGE

HUMAN RESOURCES OFFICE
P.O. Box 158 Imperial, CA 92251
(760) 355-6212 Fax (760) 355-6211

CAREER OPPORTUNITY Distance Education Coordinator

POSITION AVAILABLE: Distance Education Coordinator in the Academic Services Division for a growing community college located in Imperial County, California, an agricultural area in the southern California desert. Under the direction of the Vice President for Academic Services, the Distance Education Coordinator is a full-time, tenure track, non-teaching faculty member responsible for the development and operation of the College's Distance Education Program. The Distance Education Coordinator works with faculty, staff, administrators and students to promote distance education, facilitate the development of online courses and provide student and faculty support services in the areas of instructional design/technology.

STARTING DATE: February 1, 2014 or soon thereafter

MINIMUM QUALIFICATIONS:

1. Must meet one of the following qualifications under (a) through (b) and (2)
 - (a) Possess a Master's degree, from an accredited institution, in a related field and minimum of two years related experience in teaching through distance education or administrating distance education programs;
 - or-
 - (b) Bachelor's degree in a related field and five years related experience in teaching distance education or administrating distance education programs;
 - and-
2. Sensitivity to and understanding of the diverse academic socio-economic, cultural, disability, and ethnic backgrounds of community college students (AB 1725, 87360a).

DESIRED QUALIFICATIONS:

1. Experience teaching distance education at the college level
2. Experience administrating distance education programs

KNOWLEDGE OF:

1. Modes of Distance Education delivery
2. Regulations, accreditation standards, and requirements related to distance education
3. Pedagogical theory and application as it relates to distance education
4. Operation of a computer and assigned software
5. Effective organizational, planning, communication and interpersonal skills
6. Principles of training and providing work direction
7. Report writing
8. Basic budgeting procedures and techniques

ABILITY TO:

1. Facilitate diverse activities related to the distance Education Program and courses offered
2. Interpret and apply administrative and departmental policies and procedures
3. Prepare and maintain records and reports
4. Assist in the preparation and administration of budgets

REPRESENTATIVE DUTIES:

1. Support instructional design for faculty teaching on –campus and distance education courses including development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices.
2. Provide and/or coordinate staff training including pedagogical and technical workshops for the development of distance education courses and quality improvement. Facilitate diverse activities related to the Distance Education Program and courses offered through various modes of delivery including online, video conference, and all other delivery modes; coordinate materials and information exchange with the District community as distance education activities are initiated.
3. Serve as a contact and provide accurate and appropriate information regarding online course offerings; respond to problems related to distance education classes as needed; communicate with students and faculty regarding course needs and related matters. Participate in local, regional and state distance education committees and taskforces.
4. Facilitate the development and maintenance of the college’s Distance Education Handbook related to teaching distance education. Manage the evaluation process of Distance Education through research, analysis and review. Develop appropriate reports as assigned. Ensure compliance with licensing and copyright laws and regulations; review documents related to distance education to assure adherence and conformity to applicable regulations and accreditation standards
5. Assist in the development of the Distance Education annual budgets; monitor expenditures, transactions and end-of-year information.
6. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (AB 1725, 87360a).