

Director, Distance Education and Instructional Technology

Barstow Community College District

JOB DESCRIPTION

Range 18 on the Management Salary Schedule

Under the direction of an assigned supervisor, the Director of Distance Education and Instructional Technology leads a staff in providing technical expertise, training, and assistance to faculty and students on the use of technology, distance education pedagogy, and the learning management system platform.

Primary responsibilities include: budget oversight of the Distance Education and Instructional Technology (DEIT) Department; oversight of day-to-day operations of the DEIT Department including creation of shells in the Learning Management System (LMS), supporting shells for committees and programs, collecting and sharing data about LMS usage; collaborating with the Faculty DEIT Coordinator, DEIT Committee, instructional deans, and pathway division leads to manage the development of web-enhanced, hybrid, hyflex, and fully online courses; supporting and facilitating the promotion of distance education courses and programs; consulting and collaborating with the Faculty

In addition, the Director will evaluate access of distance education media and electronic information in the Learning Management System, Canvas, to ensure accessibility for disabled persons in accordance with Section 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), and other university, state, and federal policies, procedures, or mandates.

REPRESENTATIVE DUTIES

1. Leads department staff in providing all-around technical support and services for students, faculty, and the college community via multiple communication channels
2. Provides leadership and guidance in the design and delivery of training, in multiple deliver formats, in large-group and one-on-one settings, on distance learning applications
3. Coordinates and implements instructional design projects from inception to completion
4. Assists in collaboration with faculty in ensuring courses offered through distance education meet overall educational standards of the institution
5. Coordinates physical resources; assign and supervise support staff; respond to problems related to online learning or instructional technology; communicate with faculty, staff, and students regarding instructional stoppages or other issues
6. In consultation and collaboration with faculty and administration, promote, develop, and implement policies, procedures, and standards of effective deliver of web-enhanced, hybrid, hyflex, and full online courses along with policies and processes for learning

strategies to meet strategic goals and improve the quality of online courses by establishing measurable outcomes

7. Develop and manage the annual department budget
8. Support Dual Enrollment efforts through collaboration with Student Services, Enrollment Services, and Academic Affairs by providing statistical data to identify and resolve potential technical and instructional technology issues to support student retention and success
9. Directs activities to export and import distance education courses through collaborative initiatives
10. Serve as the District's point of contact with the Chancellor's Office and other external organizations in regard to distance education, instructional technology, and the California Virtual Campus Online Education Initiative (CVC OEI)
11. Provide accurate and appropriate information for internal and external reports; and oversee maintenance of distance learning records and files
12. Participate in an on-going Program Review planning process that includes specific goals, objectives, activities, and time frames
13. In consultation with faculty design and utilize technology in online instructional settings to meet established learning objectives and enhance online student engagement
14. Provide guidance and support to faculty in applying online course design standards in content presentation, interaction, assessment, and accessibility
15. Oversee gathering and updating of information for the college website as related to Academic Affairs and Distance Learning databases
16. Ensure compliance with college, state, and federal codes, guidelines, and policies
17. Develop and provide guidance to faculty in developing support materials and media (audio, video, photos, graphics, etc.) for courses based on curriculum and course design guidelines or information provided by or in consultation with subject matter experts
18. Provide guidance and support to faculty and staff in incorporating online instructional design principles that reflect equity-minded learning theory and instructional practices while promoting development and implementation of current policies, procedures, and standards of effective course and program delivery modalities for continual improvement towards student success
19. Develop and present workshops, tutorials, and training on the LMS, course design, accessibility, multimedia technologies, and other instructional technologies for faculty, students, and staff
20. Coordinate with faculty and staff in providing online learning orientation and training for students to prepare them to be successful in online learning
21. Manage the administration of the College's Learning Management System (LMS), LMS upgrades, maintenance, trouble shooting, LMS technical support (for students, faculty, and staff), and Learning Tools Interoperability (LTI) integration
22. Collaborate with Student Services, ACCESS, campus bookstore, Information Technology Services, Public Information Office, and other administrators/managers to address various student information, advising, and learning support needs
23. Support faculty in integrating Open Educational Resources (OER) and Zero Textbook Cost (ZTC) or low-cost textbooks and other instructional materials

into courses

24. Serve as a resource for administrators/supervisors, guided pathway division leads, faculty, and staff in compiling data and preparing reports
25. Assist with the preparation and submission of grant proposals
26. Serve as the administrative co-chair for the Distance Education and Instructional Technology Committee and represent Distance Education on campus committees and taskforces
27. Perform related duties as assigned

MINIMUM QUALIFICATIONS:

- Possession of a Master's degree from an accredited institution in Education, Instructional Design, Instructional Technology, or Educational Technology, or other related academic discipline.
- One year of leadership experience including supervision in an academic setting.
- At least five years of experience in distance education or instructional technology.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Higher education in community colleges, including the mission of the California Community Colleges
- Principles, practices, and methods of program planning, implementation, and evaluation
- Educational, cultural, age-specific, and social needs of the community
- Adult learning theory and learning styles
- Multiple methods of instruction
- Curriculum development and course articulation
- Budget principles and practices
- Principles and practices of administration, supervision, and training
- Interpersonal skills using tact, patience, and courtesy
- District organization, operations, policies, and objectives
- Oral and written communication skills
- Current issues, trends, and best practices in distance education
- Modes of distance education delivery
- Recent developments in distance education technologies
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Accessibility standards for distance education
- CVC-OEI Consortium for California Community Colleges

- National Council for State Authorization Reciprocity Agreements (NC-SARA)
- California Education Code and Title 5

ABILITY TO:

- Learn, apply, and explain applicable District policies, rules, and regulations related to areas of responsibility
- Use judicious and independent judgment within generally policy, procedural, and legal guidelines
- Organize own work, set priorities, and meet critical time deadlines
- Communicate effectively and professionally with constituents both orally and in writing
- Establish, maintain, and foster positive and harmonious working relationships
- Maintain and present accurate records, reports, and statistical data
- Research, propose, and implement new technologies and procedures
- Maintain confidentiality in compliance with FERPA
- Work effectively with students, faculty and staff from multi-cultural backgrounds and promote access and equity
- Train, supervise and evaluate personnel
- Present a positive image of the College in the community
- Analyze situations accurately and adopt an effective course of action
- Evaluate and support faculty and staff in recommendations for program improvements and/or new program efforts

WORKING CONDITIONS:

Environment: Office environment

Physical Abilities: Hearing and speaking to exchange information and make presentations; seeing to read variety of materials; and dexterity of hands and fingers to operate a computer keyboard. Ability to sit for a long period. Ability to lift and carry 10 lbs.

STATUS/RATIONALE:

This is a classified administrator position, range 18. This position has direct responsibility for formulating and implementing district policy.

Board Approved: 09/20/2023