



## Canada College Office of Instruction

### **Online Instruction/Faculty Distance Education Coordinator Description**

In consultation with the Distance Education Advisory Committee, the Academic Senate and the Office of Instruction are pleased to announce the position of Coordinator of Online Instruction.

### **General Position Description**

Under general direction of the Dean of Academic Support and Learning Technologies, coordinate Distance Education (DE) program development; coordinate with faculty, staff, and administrators to implement the Distance Education Strategic Plan; offer training and support for online instructors; and provide guidance regarding online and hybrid instruction, evaluation, and compliance with federal, state, and accreditation regulations.

### **Application**

Review the duties and desired qualifications listed below. Answer the following two questions in approximately one page.

1. What interests you in serving as Coordinator of Online Instruction/Faculty Distance Education Coordinator and what is your experience with using technology in teaching? (online? hybrid? FTF?)
2. Describe two of the most frequent challenges faced by faculty members who are new to teaching online and how you would address them?

Academic Senate will review complete applications; finalists will be forwarded to the Vice President of Instruction.



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### Duties of the DE Coordinator (.20 re-assigned time)

1. Liaison with Curriculum Committee: read and assess all DE addendums (meetings are 2 x month + time to read addendums)
2. Lead Trainings: 1 of 2 people responsible for Canvas (LMS) Training & Online teaching pedagogy.
3. Liaison with Deans, Regarding faculty preparation and online courses. (includes some attendance to iDeans meetings)
4. One-on-one meetings with faculty for training and other issues as they pertain to Online teaching etc.
5. Attend Online Teaching Conference, with the pre-conference meeting of the statewide DE coordinators meeting. (3-day conference in June)\*
6. Attend Monthly Online meetings of DE Coordinators\*
7. Coordinate and participate in Faculty course reviews using the OEI rubric.
8. Co-Chair the Distance Education Advisory Committee.
9. Tri-Chair the Technology Committee.
10. Representative to District Distance Education Committee. (DEAC) 1-4X semester\*
11. Report out to Academic Senate: (Canvas updates, policy changes, etc. 2-4 x semester)
12. Other duties as assigned and agreed to by the Academic Senate.

(\* ) designates less frequent duties or meetings.



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### Desirable qualifications include:

- At least three years of experience teaching fully online through online education
- Experience using the Canvas Course Management System (or similar in the delivery of online instruction).
- Experience with a variety of digital learning methods

<b>Hours</b>	7.5/week
<b>Compensation</b>	3 unit reassignment (.2 fte), Part-time faculty paid hourly (non-instructional load rate)
<b>Term</b>	2 years, renewable