



Reassignment Scope of Work:

Coordinator of Online Instruction

Background

To provide expertise, guidance and college-wide coordination in the service of excellent online teaching and learning for Cañada College students, the Office of Instruction, in consultation with the Academic Senate, is pleased to announce the position of Coordinator of Online Instruction.

Position: Coordinator of Online Instruction

Under general direction of the Dean of Academic Support and Learning Technologies, coordinate Distance Education (DE) program development; provide training and support for online instructors; provide guidance regarding online and hybrid instruction and evaluation, and serve as the campus leader on all matters pertaining to online (distance) education.

Core Responsibilities

In this leadership position, the Faculty Coordinator's responsibilities exceed those of serving on a college committee and are different from those enumerated in [Appendix D1](#) of the AFT contract.

Co-Chair the Distance Education Advisory Committee (DEAC)

- Co-Chair the Distance Education Advisory Committee
- Ensure the Distance Education Advisory Committee fulfills its responsibilities as a college-wide planning committee responsible to PBC for creating and monitoring the College's implementation of a Online Education Plan that supports the achievement of all college goals and strategic initiatives related to online teaching and learning as laid out in the Education Master Plan and Strategic Enrollment Management Plan and any subsequent Annual (operational) Plans.
- Collaborate with the administrator co-chair of DEAC to prepare and submit regular reports to PBC on the College's effectiveness in implementing the Online Education Plan and achieving college goals related to excellence in online teaching and learning
- As needed, submit a Distance Education Comprehensive Program Review or Annual Update as a part of the college's regular evaluation and resource request process.

Provide leadership in faculty professional development in effective online course design and delivery

- Responsible for Canvas (LMS) Training & Online teaching pedagogy.
- Coordinate Quality Online Teaching and Learning (QOTL) training certification program; train facilitators; update course materials; maintain certification records.
- Serve as the campus peer online course review (POCR) review lead and support the faculty peer online course review (POCR) team.



Canada College Office of Instruction

- Serve as the Liaison with Deans regarding faculty preparation and online courses. (includes some attendance at iDeans meetings).
- Be prepared to have one-on-one meetings with faculty for training and other issues as they pertain to hybrid and online instruction.
- Attend relevant professional development conferences and trainings as needed.
- Attend Monthly statewide meetings of DE Coordinators (online).*
- Coordinate and participate in faculty course reviews using the OEI rubric.
- Report out to Academic Senate: (2-4 x per semester).

Serve in a campus leadership capacity on matters pertaining to online instruction

- Serve as a Tri-Chair of the Technology Committee to identify, integrate and assess technical requirements for effective distance education delivery.
- Coordinate with the CIETL Coordinator and Professional Development Planning Committee on matters of online education professional development.
- Serve as a non-voting member (and liaison) with the Curriculum Committee: read and assess all DE addendums (meetings are 2 x month + time to read addendums).
- Represent Cañada at the District Distance Education Advisory Committee (DDEAC) 1-4X per semester.
- Assist in the development, review, and revision of policies and procedures related to distance education.
- Assist the College in complying with federal, state, and accreditation regulations related to online (distance) education.
- Other duties as assigned.

Communicate effectively and regularly with all constituencies regarding online education

- Regularly review, update and maintain (keeping all information accurate and current) the College [Distance Education](#) and [DEAC](#) websites.

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

Reassignment Expectation

0.2 FTE (3 units) = 7.5 hrs/week or approximately 120 hrs/semester. Part-time faculty paid hourly (non-instructional load rate). Term: 2 years, renewable.

Responsible Administrator: Dean of ASLT.