

FACULTY REASSIGNED TIME

Title: Distance Education Coordinator	Dept./Division: Academic Affairs
Location: San Jose City College	Reports to: Vice President of Academic Affairs
% of Reassigned Time: 100%	Hours per semester: 525 Hours per week for the semester: 32.8 Monday Through Friday
Term: Fall 2015-Spring 2016	Submit Statement of Interest by: May 28, 2015

Assignment: The Distance Education Coordinator will provide coordination in developing a campus-based strategic plan for developing and offering online courses and degrees and will collaborate to provide training for faculty in support of the Vice President of Academic Affairs.

Duties and Responsibilities:

The Distance Education Coordinator will provide assistance to the Vice President of Academic Affairs by performing a variety of duties associated with the assignment, which may include:

1. Participating on the Distance Education Committee & Statewide Distance Education Coordinators Meetings
2. Collaborating to develop campus strategic plan and standards for developing and offering online courses and degrees
3. Coordinating with division/department liaisons to promote compliance with accreditation standards by increasing knowledge and understanding of the requirements of online courses
4. Acting as a liaison with District Office ITSS and EVC to coordinate technology support related to distance education
5. Working with the Instructional Policies and Curriculum Committee on distance education supplemental forms and requirements
6. Providing information and updates to the campus community and pertinent participatory governance groups on status of distance education and policies impacting delivery
7. Working closely with the Accreditation Standards committees responsible for distance education in writing and informing the committee on distance education compliance at SJCC.
8. *Assist in developing online instructor and student preparation and training*
9. *Attend Online Teaching Conference*
10. *Attend DE Coordinators' Retreat at Online Teaching Conference*
11. *Liasion for the college with the Online Education Initiative (OEI) for SJCC participation*
12. *Assist in developing and delivering professional development training for faculty on new course management system utilized by the OEI.*
13. *Incorporate Online Learning Readiness Assessments, Tutoring, through OEI agreement with Creative Commons licensing*

Required Qualifications:

1. Faculty member at San Jose City College

Desired Characteristics:

1. Knowledge of ACCJC Accreditation standards for distance education
2. Experience in teaching online
3. Demonstrated experience in collaboration and team work
4. Demonstrated skills in effective communication, organization, and facilitation skills

Application Process:

To apply for this assignment, submit a statement of interest including your background as you believe it relates to the assignment and how you meet the qualifications.

Selection Process:

Send statement of interest to Duncan Graham, Vice President of Academic Affairs by May 28, 2015. The VPAA and the VPSA will review the applications and forward a recommendation to the College President.

Revised 05/13/2015