



## DISTANCE EDUCATION COORDINATOR

### **DEFINITION**

Under direction, plans, organizes, coordinates, and performs specialized duties to promote and advocate for distance education courses, alternative distance learning delivery methods, and degree programs; participates in the maintenance, expansion, and improvement of the District's distance education services; provides student and faculty support related to distance education, learning materials, and technology; ensures compliance with applicable rules and regulations; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from assigned supervisory or management personnel. May supervise and coordinate the work of assigned staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently coordinating one or more programs with responsibility for implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates, implements, and monitors the daily activities and administration of the District's distance education programs; performs specialized duties to promote, expand, and improve the District's distance education services and alternative distance learning delivery methods.
- Participates in the development of the District's Distance Education Plan, including short- and long-term goals and objectives.
- Develops, reviews, revises, and recommends new or modified policies and procedures relevant to Distance Education.
- Collaborates with District faculty and staff to prepare, promote, and arrange access to distance learning programs, services, and materials; coordinates and implements instructional design projects.
- Participates in the development and administration of the Distance Education budget; assists with identifying and pursuing grant opportunities and other funding sources to support and expand distance education.
- Leads the design, development, and production of learning materials in a variety of formats including print, graphics, audio, visual, and multimedia in support of teaching and learning objectives.
- Conducts ongoing assessments of technological resources and support needs for students and faculty; organizes faculty training, student online readiness training, and supplemental technology.
- Works collaboratively with District faculty and staff to periodically evaluate the program's effectiveness relative to its goals and objectives; recommends program adjustments where appropriate.

- In collaboration with the District's Distance Education Advisory Committee (DEAC), approves new Distance Education certified faculty; maintains records of certified faculty, courses, and degrees; and implements and monitors certification training in conjunction with management staff and the DEAC.
- Stays abreast of new trends and innovations in distance education/learning; researches emerging products and enhancements and their applicability to District needs.
- Prepares program business documents and reports; researches, compiles, and organizes information and data for specialized reports; and presents report findings.
- Attends meetings and training sessions as required.
- Creates and organizes program records and files.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- May oversee, supervise and coordinate the work of assigned staff.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services, and activities of the District's distance education programs.
- Principles and techniques of distance education, alternative distance education delivery methods, and instructional delivery systems.
- Principles of program coordination, administration and evaluation.
- Instructional design systems, methods and practices.
- Student Learning Outcomes and assessment.
- Principles and practices of budget preparation and administration.
- Techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of data collection and report preparation.
- Research and reporting methods, techniques, and procedures.
- Applicable federal, state laws, codes regulations, and policies relevant to assigned area of responsibility.
- Methods and techniques of preparing business correspondence and reports.
- Principles and procedures of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### **Ability to:**

- Perform a diverse range of coordinative tasks in support of distance education.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards related to distance education.

- Develop innovative programs and services to meet the diverse needs and interests of the student community.
- Interpret, apply, and ensure compliance with applicable federal, state laws, codes regulations, and policies relevant to assigned area of responsibility.
- Prepare, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Prepare and administer program budgets.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Identify and respond to faculty and student issues, concerns, and needs with regard to distance education.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Maintain accurate records and files.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

**Education:**

- Equivalent to a bachelor's degree from an accredited college or university with major course work in public administration, education, or a related field.

**Experience:**

- Three (3) years of increasingly responsible technical and/or pedagogical experience in the coordination and delivery of distance education programs and services, including instructional design and a variety of alternative delivery methods.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and

closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.