



College Distance Education Coordinator Job Description

For Academic Year 2019/2020

College DE Coordinators are selected jointly by the VC of Academic Affairs and the college VPI for a one-year assignment. College DE Coordinators are supervised by the Vice President of Instruction at each college (or designee).

Job Duties:

The primary role of the College DE Coordinator is:

- To assist faculty in developing DE courses that provide quality online learning experiences, and meet all regulatory parameters for online education.

Additional duties are:

- Set up trainings and/or workshops to assist DE instructors at the beginning of, and during, each semester
- Train faculty on processes, per PFT contract, for conducting online evaluations
- Stay current on DE pedagogy and effective use of the LMS through continued professional development (e.g. @ONE classes, conferences, webinars, etc.)
- Keep up-to-date with DE regulations as established by the ASCCC, CCCCO, ACCJC, state and federal agencies, the CBA, and current academic research
- Serve as the LMS admin for Canvas college platforms (sandboxes, etc.)
- Maintain College's DE webpage
- Serve as lead author of college DE Program Review/Annual Update
- Share DE information and resources with, and hold trainings for, college staff and administrators
- Serve as a member, and attend meetings, of the PCCD DE Committee
- Serve as a member of college DE Committee, and act as liaison between the district and college DE Committee
- Attend monthly statewide DECO meetings
- Attend bi-monthly meetings with Instructure (LMS provider)
- Attend monthly DE Coordinator work sessions, and collaborate with other DE Coordinators on DE projects, including but not limited to:
 - Create and send DE updates and monthly DE Newsletters
 - Maintain and revise district information resources on Distance Education (e.g. faculty resources page, student resources page, etc.)
 - Work with the Education Web Tech Analyst and LMS support to make recommendations for changed or improved DE processes

Load recommendation for FY20 are .4 for BCC, COA, Merritt and .5 for Laney.