



Los Angeles Valley College

5800 Fulton Avenue

Valley Glen, California 91401-4096

LOS ANGELES VALLEY COLLEGE
Distance Education Coordinator
INSTRUCTOR SPECIAL ASSIGNMENT – PART TIME (0.4 REASSIGNED TIME)

Deadline to File: December 14, 2016

Issue Date: November 23, 2016

Los Angeles Valley College is seeking applicants for an instructor special assignment as Distance Education (DE) Coordinator. The DE Coordinator is a part-time position (.4 FTE reassigned time) for 14 hours a week. This is a year round D-basis position.

These hours are expected to be on campus with a set schedule covering Monday – Friday. Some evening and weekend hours may be required. In addition, this individual is expected to attend the following scheduled campus meetings during the Fall and Spring Semesters:

- Campus Distance Education Committee: 1st Wednesday of the month, 1:10-3:00 pm
- Technology Committee: 3rd Wednesday of the month, 2:30-4:00 pm
- Education Planning Committee: 2nd Monday of the month, 2:00-4:00 pm
- Chairs and Director's Meeting: 4th Tuesday of the month, 1:30-3:00 pm

The position is open to **LAVC full-time regular and tenure-track faculty**.

Minimum Qualification: Discipline minimum qualification by subject matter taught in the California Community College System.

Preferred Qualifications:

- Experience teaching hybrid and/or online classes.
- Project management experience, preferably in a higher education setting, with a demonstrated ability to set goals, think critically, solve problems, and prioritize tasks and the workload in order to complete assignments in a timely manner.
- Strong analytical skills, experience in writing strategic reports and gathering appropriate data with minimal direction.
- Strong technical skills related to the use of various learning management systems, software packages, student information, and financial systems.

- Knowledge and experience in online course material development based on best practices, research, and current adult learning theories in Distance Education.
- Experience working collaboratively with community college faculty and students who have different levels of technical expertise.
- Excellent verbal, written, and interpersonal communication skills.
- Knowledge and experience in web-based/distance learning delivery systems related to student accessibility, usability and ADA compliance.
- Experience in making positive contributions to shared governance committees.
- Grant writing experience.

Job Duties:

- Oversee all aspects of the learning management system. This includes operational activities, sending notifications to faculty and students, and resolving issues related to online, hybrid, and web-enhanced courses.
- Monitor program demand, expansion, student assessment, satisfaction, retention, and student learning for online courses; developing and implementing plans of action.
- Responsible for Program Review and reports related to Distance Education (DE), including Substantive Change, Annual Planning modules, Service Outcomes, DE portion of accreditation response, DE portion of Technology Plan and Strategic Plan requests by senior management regarding the direction of the online program.
- Assist in the development of policies and procedures for the Distance Education program within the shared governance framework.
- Design, develop, and implement group workshops for faculty related to pedagogy and best practices for online education.
- Work with Department Chairs and the administration to schedule DE courses.
- Attend Campus Distance Education Committee meetings and represent Virtual Valley at shared governance meetings.
- Maintain communications with LACCD DE Coordinators, Course Management Technical Support. Attend related meetings.

- Oversee ADA compliance procedures for digital media used in web-enhanced, hybrid or online classes.
- Oversee Virtual Valley website in regards to updates, revisions, and instructional material.
- Oversee Virtual Valley help desk.
- Participate in the development of new grants and funding sources for online education.
- Perform other duties as assigned within the scope of the position.

The Distance Education Coordinator reports to the Office of Academic Affairs.

FILING AN APPLICATION

Candidates must submit a current resume, copy of transcripts, **and** letter of interest indicating how they meet all of the qualifications. In addition, candidates must submit an essay discussing their teaching philosophy as it relates to distance education (not to exceed one page).

Candidates must provide a list of names, titles, address and phone numbers of three professional references including a **peer reference** who can assess the applicant's qualification for the position.

No electronic or faxed material will be accepted. After review of application materials by the selection committee, candidates will be contacted only if selected for interviews.

Send application to:

**Selection Committee Distance Education Coordinator
Office of the Vice President of Academic Affairs
Los Angeles Valley College
5800 Fulton Ave.
Valley Glen, CA 91401-4096**

Applications are due no later than **4:00 p.m. on Wednesday, December 14, 2016.**

All materials submitted will become property of the Los Angeles Community College District. For more information, contact the Office of Academic Affairs at (818) 947-2378. **Faxes and e-mails will not be accepted.**

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Los Angeles Community College District considers all qualified employees and applicants for employment without regard to race, color, national origin, ancestry, religion, creed, sex, pregnancy, age, disability, marital status, medical condition, sexual orientation or veteran status (LACCD Board Rule 101301 and Title IX, Section 504 – Employer).