COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE

DISTANCE EDUCATION FACULTY COORDINATOR

POSITION DESCRIPTION
Under the direction of the assigned Dean of, the Distance Education Faculty Coordinator is responsible for the overall coordination of a Distance Education (DE) program and will serve as a liaison between administrators and instructors. The DE Faculty Coordinator and the DE Instructional Coordinator will chair the Distance Education Advisory Committee to foster campus-wide communication of objectives and resources. The DE FacultyCoordinator will be selected from the ranks of full-time instructors for approval by the assigned deans and the Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

• Oversee, direct and coordinate the day-to-day functions of the Distance Education Program.
• Maintain current knowledge and understanding of curriculum, support services, policies, laws, and regulations as mandated by State and Federal laws for the DE program.
• Responsible for maintaining records and assisting in preparing budget as may be required for the DE program.
• Evaluate support personnel and make staffing recommendations to the assigned administrator.
• Assess and evaluate in a timely manner the progress and benefit of the DE program and other online initiatives, the Online Education Initiative and Open Educational Resources.
• Perform assigned committee work, and attend meetings called by the District, as long as such obligations are considered reasonable.
• Oversee the creation of a mentor program for new distance education faculty, implement a course shell evaluation process, and assist with the creation of discipline-specific model courses.
• Ensure that all online classes meet or exceed legal requirements and robustly support student learning.
• To participate in the assigned Distance Education program review process.
• Yearly, develop a list of duties for review and approval by the assigned Dean.
• Perform other duties as assigned.

REQUIRED QUALIFICATIONS
Full-time Compton Community College District Instructor

Salary Range: Current Salary and the DE Faculty Coordinator will be compensated with reassigned time.

Conditions of Employment: Temporary Assignment, Full-time Compton Community College District Instructor

Rev: 02/18