

## NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Director, Distance Education	Range: 21 (AC)	Management Schedule
Date Revised:		Date Approved:	October 25, 2022

### PRIMARY PURPOSE

Under the direction of a college Vice President, Instruction or designee, the Director, Distance Education is responsible for performing a variety of administrative, technical, technical support, and staff training duties related to the functions and activities of campus educational technology, online learning systems, and distance education programs.

### ESSENTIAL FUNCTIONS

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Perform varied and responsible duties in the development, organization, implementation of policies and administration of educational technology systems for the delivery of online learning and other programs as assigned for all modes of course delivery (face-to-face, online, and hybrid).
2.	In collaboration with faculty and staff, formulate and develop goals, objectives, policies, and procedures to enhance, promote, and implement up-to-date educational technology usage on campus, via learning management systems and through other distance education software aligned with the District's Educational Master Plan and Diversity Equity, and Inclusion and Anti-racism goals.
3.	Administer and maintain applicable learning management systems to serve the learning needs of the college for online delivery of academic and student services distance education to promote student success.
4.	Understand universal design principles and guidelines, and relevant policies and laws related to accessibility standards.
5.	Conduct ongoing program review and planning analyses to assess changing trends in educational technology, and to assess the educational technology needs of the campus; collaborate and share data with appropriate campus and District staff on distance education enrollment and success. Provide leadership in implementing new technologies as needed.
6.	Facilitate compliance with current state and federal laws, education code governing online learning and distance education courses, and accreditation standards that promote equity and success to support the diverse needs of all students, including federal ADA accessibility laws and 508 compliance; copyright and intellectual property rights; regular effective contact; and learning management systems.
7.	In collaboration with the Vice President, Instruction, Dean or designee, campus Professional Development and District Professional Development, schedule, develop, and deliver workshops, trainings, and staff consultations on the use of educational technology and the learning management systems.
8.	Create, develop, and provide training materials related to learning management system usage and educational technologies through regular and effective communication with the campus via materials, information, and activities.
9.	Oversee and provide as appropriate ongoing technical support for staff and students for the related educational technology systems and software.
10.	Create, support, and maintain the department website and department physical resources.
11.	Train, supervise, evaluate and direct the work of staff as assigned; participate in selection and hiring processes.

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12.	Attend a variety of administrative and staff meetings; serve on committees and execute special projects; coordinate programs and services with District and college faculty and staff. Serve as the primary contact and provide accurate and appropriate information to California Community College Chancellor's Office with relation to online and distance education internal and external reports.
13.	Develop and prepare the annual preliminary department budgets; monitor and control budget expenditures; direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding programs, operations, and activities.
14.	Assist in complex reporting and research activities; review and process documents and records related to primary function; perform a wide variety of complex tasks requiring specialized knowledge and involving frequent and responsible public contacts.
15.	Oversee the daily operations of an office environment, including generating and answering emails and voicemails, filing, and making travel and professional development arrangements.
16.	Determine appropriate demand for office equipment and supplies in accordance with established campus and/or District policies.
17.	Engage in personal professional development, including taking courses to keep current on emerging technologies and standards, attend professional conferences, and develop expert level skills through practical use of educational technology systems; remain current with regional and national developments in distance education and update faculty and staff of these developments.
18.	Demonstrate sensitivity to and understanding of the disabilities and diverse academic, socio-economic, cultural, and ethnic backgrounds of staff and students.
19.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
20.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
21.	Perform related duties as assigned.

**OTHER FUNCTIONS**

None

**WORKING RELATIONSHIPS**

The Director, Distance Education maintains frequent contact with District and college administrators, faculty, and staff.

**EDUCATION AND EXPERIENCE**

**Required Qualifications**

Master's degree from a regionally accredited institution.

A minimum of two (2) years of formal training or experience related to educational technology, online learning systems, or distance education programs.

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Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

### **Desirable Qualifications**

Possession of an advanced degree in a discipline related to educational leadership, online learning, or instructional technology.

Experience in teaching distance education courses.

Experience using learning management systems to teach distance education courses.

Knowledge and ability to problem-solve in a digital environment, including experience with coding and other related computer code and programming elements.

Knowledge of current trends and standards in online teaching and learning, online pedagogy, learning management systems, and other educational technology.

Ability to communicate concepts effectively to users without technical degrees or knowledge.

Experience in shared governance in an educational setting.

High level of critical thinking, problem solving and analytical skills.

High professional standards and strong interpersonal skills.

Effective oral and written communication skills.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of online learning environments and course design

Knowledge of best practices for online teaching

Knowledge of the administration of learning management systems

Knowledge of accessibility standards, 508 compliance and ADA laws

Knowledge of California Community Colleges education code for governing distance education programs

Knowledge of appropriate software, programming and databases

Knowledge of a shared governance model

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Ability to research, interpret, apply and collaborate with colleges on effective strategies in distance education

Ability to develop distance education training, regularly assess its effectiveness, and improve training as appropriate

Ability to collaborate, to perceive needs, and to respond with a wider vision for policies coupled with practical solutions

Ability to keep up to date with laws, standards, and education code governing online learning

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Ability to interpret, apply and explain rules, regulations, policies and procedures  
Ability to assess, analyze, implement and evaluate research project activities  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to plan, organize and prioritize work  
Ability to meet schedules and timelines  
Ability to work independently with little direction  
Ability to communicate effectively, both orally and in writing  
Ability to create and deliver presentations for a variety of audiences  
Ability to supervise, train, and provide work direction to others  
Ability to establish and maintain effective working relationships with others

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**SPECIAL REQUIREMENTS**

None

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**WORKING CONDITIONS**

Office environment; subject to frequent interruptions and interaction with internal and external partners. Required to interact with the college community on a regular basis; subject to stand, walk and sit for extended periods of time, subject to lifting (up to 25 lbs. unassisted); sitting for long periods at a time (up to 2-to-3 hours); requires off-site duties and activities.

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