

Director of Professional Development, CVC-OEI
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241707>

Downloaded On: Aug. 31, 2024 9:23pm

Posted Jul. 18, 2024, set to expire Jun. 1, 2025

Job Title	Director of Professional Development, CVC-OEI
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Jul. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
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Job Description

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Director of Professional Development, CVC-OEI

HR EMPLOYMENT/CAREERS **Initial Review Date: 08/28/24****Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

Salary Grade: A3 - J

Full Salary Range: \$153,518.86 - \$216,016.47 annually*

*Actual placement is based on applicant's verified education and experience (**Customary Hiring Range:** \$153,518.86 - \$169,254.54 annually). In addition, candidates with verified educational units beyond the minimum qualification may qualify for additional pay, up to \$564 per contract month.

The Foothill-De Anza Community College District is currently accepting applications for the management position above.

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Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

JOB SUMMARY

This position leads the statewide California Virtual Campus - Online Network of Educators ([CVC@ONE](#)) professional development program, reports to the CVC Executive Director, and is part of the CVC management team. The CVC, located at cvc.edu, is a state-wide online education initiative to help students reduce time to graduation or transfer through centralized access to high-quality online courses and programs across the California Community Colleges (CCC). The CVC includes a state-wide online learning technology ecosystem, course exchange, common learning management system, faculty professional development, and an overall focus on increasing equitable outcomes for students. The CVC is operated by the Foothill-De Anza Community College District (FHDA CCD) on behalf of the California Community Colleges Chancellor's Office (CCCCO) as the recipient of a state-wide grant. [CVC@ONE](#), located at <https://onlinenetworkofeducators.org/>, is also a multi-year contract from the CCCCCO to FHDA to support professional development for the state's 116 community colleges, primarily focusing on online education and digital technologies.

The director role requires strong leadership skills to manage large-scale professional development programming, strategic planning, and strong project management and organizational skills. The director leads critical collaborations and planning for professional development programming related to online course quality, pedagogy and andragogy, culturally responsive teaching, and use of emerging technologies. The director ensures compliance with budgetary, contractual, and regulatory requirements, while fostering collaboration among various partners and stakeholders to promote the effectiveness and innovation of professional development programs. The position requires a visionary leader, adept at not only serving as the face of the professional development team in public venues, conferences, and meetings, but also skilled at managing the operational elements of running a systemwide program. The position requires a strong understanding of learning management systems and educational technologies, along with an ability to lead statewide dialogue with stakeholders regarding technology needs, the future of online education, and system-wide priorities. The position primarily operates remotely, with periodic travel required.

POSITION PURPOSE:

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Reporting to the Executive Director, California Virtual Campus - Online Education Initiative (CVC-OEI), the Director of Professional Development provides leadership and coordination for professional development, specifically in the areas of online course/program development and programming; oversees activities of the professional development vendor contract, workplan and goals; develops and manages a budget; supervises project staff, committees, and work groups.

NATURE and SCOPE:

This position is responsible for planning, budgeting, and coordinating program development and implementation with community college districts across the State of California; ensuring compliance with accessibility standards; identifying and developing professional development activities and programming in support of the assigned work plan; collaborating with other CCC initiatives and stakeholders to ensure alignment of systemwide priorities.

A primary goal is providing leadership and vision for the design and development of remotely delivered courses and guiding related professional development and training activities for faculty and staff statewide. This includes coordination with statewide committees and work groups to identify and share effective practices for use of the common LMS and key instructional technologies and initiatives.

This is a grant/contract-funded position, dependent upon ongoing funding. It is a classified administrator position, and it does not have retreat rights to a faculty position; the position is subject to layoff if grant/contract funding is discontinued.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

1. Manage contract and workplan related to the development, deployment, evaluation, and improvement of professional development activities that include online teaching, course design and course review.
2. Collaborate with statewide stakeholders and workgroups to identify and assure compliance with accepted curriculum standards for the delivery and evaluation of online instructional course content and support.
3. Conduct environmental scans and needs assessments to determine functionality required to meet the needs of rapidly developing professional development programs that emphasize effective online teaching and quality online course design.
4. Lead screening, selection, and management of key instructional technologies and applications in support of teaching and learning; collaborate on key statewide workgroups to ensure collaboration and consultation of stakeholders.
5. Oversee organizational activities to ensure consistency with the project's vision and mission, including supervision of project staff, personnel, and resources.

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EMPLOYMENT STANDARDS Knowledge:

1. Project management, program planning, and data analysis.
2. State and federal compliance issues and regulations for distance education.
3. Working knowledge of all applicable laws, regulations, guidelines, and contacts, such as California Title V, Education Code, OSHA, ACE, Accreditation standards for distance education, AB1725, positions and guidelines from the Statewide Academic Senate, National standards online course quality and faculty certification
4. Commonly used computer software, communication media, and Learning Management Systems.
5. Budget development, planning, and management.
6. Personnel management.

Skills and Abilities:

1. Understanding of and sensitivity to diversity, equity, inclusion, and accessibility.
2. Communicate effectively both orally and in writing.
3. Ability to relate the theory and practice of online course design/teaching to the experience of a diverse population of faculty.
4. Ability to effectively supervise teams in the development of workshops, courses, and other professional development resources for CCC faculty and staff.
5. Strong project management skills.
6. Proven leadership and management.
7. Ability to manage resources, including personnel, vendor contracts, and budgets.
8. Participation and leadership in complex, multifaceted stakeholder committees and task forces.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. At least two years of leadership or administrative management experience in a related area.

PREFERRED QUALIFICATIONS:

1. Experience implementing institutional change, with an eye toward improving equity outcomes.
2. Experience with professional development programs.
3. At least two years of online teaching/faculty experience, preferably in the CCC system.
4. Knowledge of instructional technologies.

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WORKING CONDITIONS:Environment:

1. Remote working environment, including mobile and synchronous/asynchronous interactions, along with regular onsite visits to colleges, conferences, workshops, etc.

Physical Abilities:(Applicants should perform these physical abilities with or without reasonable accommodations)

1. Hearing and speaking to exchange information in person, in virtual meetings, and on a phone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.

APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/> *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Categorically-Funded, 12-months per year

Starting date: As soon as possible upon completion of the search process.

Annual salary plus benefits; excellent benefits package which includes coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement



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benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services Foothill-De Anza Community College District
12345 El Monte Road Los Altos Hills, California 94022 (650) 949-6217 Email: employment@fhda.edu <http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1727?c=fhda>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Foothill-De Anza Community College District

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