

**Contract Instructor--Faculty Technology DE Coordinator
San Diego Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=244690>

Downloaded On: Sep. 13, 2024 6:20pm

Posted Sep. 11, 2024, set to expire Sep. 20, 2024

Job Title	Contract Instructor--Faculty Technology DE Coordinator
Department	Instructional Services
Institution	San Diego Community College District San Diego, California
Date Posted	Sep. 11, 2024
Application Deadline	09/20/2024
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical Sciences - Computer Science
Apply Online Here	https://apptrkr.com/5625562
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Job Description	

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Contract Instructor--Faculty Technology DE Coordinator

San Diego Community College District

Closing Date: 9/20/2024

Position Number: 00120554

Location:



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Continuing Education

Position Type: Academic

The Position:

Posting Details (Default Section)

Closing Date: 09/20/2024

Open Until Filled: No

Classification Title: Contract Instructor--Faculty Technology DE Coordinator

Working Title: Faculty Technology DE Coordinator

Location: Continuing Education

Pay Information

Class 0, Step C - Class 6, Step C (\$6,597.26- \$8,849.03) per month based on the 2024 AFT - Faculty Salary Schedule.

Initial salary placement for this Continuing Education Instructor is commensurate with required education and related teaching experience as outlined in section A2.2 of the AFT Faculty Collective Bargaining Agreement and it is non-negotiable.

The District offers a comprehensive fringe benefit package including employer paid medical, dental, vision plans, sick leave, and opportunities for professional development. This position is FLSA Exempt and may not accrue overtime. Benefits will be provided under the terms of the AFT-Guild, Local 1931 - Faculty Collective Bargaining Agreement. Annual Salaries will be recalculated for service less than a full academic year based on Education Code 87815, any required adjustment will be made with-in the first pay period. Travel reimbursement for interviewees traveling more than 200 miles, one-way, may be paid according to geographic location (see SDCCD Travel Stipend Policy, Rev 7/14/2011). Typically, Continuing Education Instructors earn tenure after 4 years. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

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Job Duration: 10 Months

Position Number: 00120554

FLSA Status: Exempt (does not accrue overtime)

Bargaining Unit: AFT/Cont Ed Faculty

Range: (na)

Position Type: Academic

Department: Instructional Services

The Position

Faculty Technology Distance Education Coordinator

Major Responsibilities

Under the direction of the Dean of Instructional Learning Technology and Learning Resources, or assigned supervisor or manager, provide online learning and teaching related professional development, workshops and seminars, individualized and group training, and support for distance education faculty and support staff; serve as the college's primary liaison connecting faculty to distance education governance entities: San Diego Community College District, State Chancellor's Office, and other organizations as applicable; assist faculty in the development of distance education courses and teaching strategies to enhance online instruction and learning; assist faculty and staff in the selection, development, and use of new and emerging educational technology, processes, and policies; ensure 504 and 508 compliancy and accessibility regulations for distance education and online instruction are met; and coordinate the training and distance education related activities of San Diego College of Continuing Education.

1. Provides strategy and leadership in sustaining existing distance education and elevating emerging programs and initiatives by facilitating the development of projects supporting it.
2. Interact with faculty and staff to improve distance education learning and teaching by applying instructional development processes; including efforts to design, modify, and evaluate distance education instructional strategies, content, and resources.
3. Collaborate programming with the Instructional Learning Technology & Learning Resources team including but not limited to the Instructional Designer, Instructional Laboratory

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Technician/Learning Resources, and Tutoring Coordinator to ensure distance education courses and programs meet Title V, the State Chancellor's Office, and 504 and 508 compliancy and accessibility regulations.

4. Assess and evaluate a variety of teaching methods and strategies and provide leadership in promoting effective pedagogies at the college in collaboration with the instructional designer and faculty to ensure current and future distance education activities and technologies meet best practices for accessibility requirements and student and community needs.
5. Consult regularly with Deans and directors about delivering appropriate distance education courses and support services.
6. Assist faculty, departments, and other college units in the planning and implementation of distance education courses and programs and lead college efforts to align distance education programming with guidelines related to accreditation.
7. Prepare and participate in developing reports as necessary in support of distance education strategic planning and provide information and data, as needed, to assist the Dean in operational planning.
8. Serve as a resource person and internal consultant to faculty and staff to effectively utilize emerging strategies and practices in distance education instructional settings.
9. Maintain thorough and up-to-date knowledge in distance education and online learning and instruction and serve as a delegate for the college in the statewide Distance Education Coordinators Organization (DECO).
10. Conduct training classes and seminars for faculty and staff on standard software applications, instructional strategies and new instructional technologies. Communicate effectively with beginning and experienced online faculty and support staff.

Qualifications

- Master's degree or above in an applicable discipline, either directly offered or indirectly related to instruction at a community college; OR,
- The equivalent; AND,
- Three years of Online/Hybrid instructional experience at the community college or university level
- Three years of relevant leadership experience working in online education development: including program planning and subsequent reporting.

Desired Qualifications

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Recent and successful experience in college level teaching, distance education and technologies, and interfacing with faculty, students, and staff.

Knowledge:

- Management of the development of innovative programs and services to meet the needs and interests of the community
- Experience and expertise in culturally responsive distance education instruction
- Understanding of compliance regulations regarding online instruction
- Experience with distance education/professional learning development and leadership
- Experience in leading programs and/or projects in distance education in higher education
- District organization, operations, policies, and procedures. Interpersonal skills including tact, patience, and courtesy.
- Learning, Information, and Course Management Systems.
- Microsoft applications at an advanced level, including Word, Excel, PowerPoint, the Internet, and distance learning-related classes.
- Oral and written communication skills.
- Teaching methods and strategies.

Skills and Abilities:

- Apply district policies and procedures.
- Communicate effectively both orally and in writing.
- Demonstrate sensitivity to and understanding of diverse socioeconomic, cultural, disability and ethnic backgrounds.
- Coordinate, support, and assess distance education courses and programs.
- Establish feasible program goals and evaluate program results
- Analyze situations accurately and adopt effective course in action
- Apply and interpret pertinent laws, rules, regulations, and policies
- Prepare clear, comprehensive, and accurate reports, presentations, and correspondence including comprehensive narrative and statistical reports
- Establish and maintain effective working relationships with District faculty, staff, students, and the public.
- Instruct and train faculty, staff, and students on standard software applications and distance education instructional strategies and development processes.
- Work independently with little direction and as part of a team.

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Training and Experience:

- Three years of online, hybrid, or HyFlex instructional experience at the community college level
- Three years of relevant leadership experience working in distance education development: including program planning and subsequent reporting
- Experience in presenting training classes or seminars on distance education/online instruction, classes, and programs
- Demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Equivalency: If you do not possess the exact degrees, or higher, listed above or if you anticipate receiving the required degree prior to the start of teaching classes, please complete a [Request for Equivalency Form](#) and attach it during the application process.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Working Conditions

Physical Requirements:Category III

Environment: Favorable usually involves an office/classroom.

Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an ""incomplete"" application; please enter ""N/A"" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume;
4. Unofficial Transcripts; AND,

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5. Three Professional References.
6. Curriculum Vitae (Optional).
7. Equivalency Form (if applicable).
8. Foreign Degree Evaluation (if applicable).
9. License/Certificates/Credentials (if applicable).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or

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CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

Additional Information: Please note that an employee may be transferred to any site at the option of the Chancellor.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time academic employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the State Teachers' Retirement System (STRS) upon appointment.

Posting Number: AC01066 Indicate budget number(s)

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Licenses:

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To apply, visit: <https://www.sdccdjobs.com>



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Contact Information

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

Contact

Instructional Services

San Diego Community College District

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