



RELEASED TIME/EXTRA PAY OPPORTUNITY

Distance Education Faculty Development Coordinator

60% Released Time

Closing Date: October 21, 2024

Objectives of Assignment:

Provide technology-related pedagogical training to faculty by developing and designing training opportunities; and developing and sustaining local training activities to ensure certification and re-certification of faculty.

Description of Assignment:

The Distance Education Faculty Development Coordinator at Glendale Community College supports faculty in the development of effective online teaching practices, and creates and sustains an online learning community of practice. The Distance Education Faculty Development Coordinator works in collaboration with the Distance Education Coordinator, the Faculty Development Coordinator, the Academic Senate Committee on Distance Education (CoDE), and the Dean, Library and Learning Resources to ensure quality training in accordance with accreditation standards and employee contracts. The Coordinator maintains communication with IT.

Supervision Exercised and Received:

Supervision provided by the Dean, Library and Learning Resources.

Note: The Committee on Distance Education (CoDE), which the DE Coordinator chairs, is a Senate committee and operates under Senate authority. In this context specifically, the DE Faculty Development Coordinator also has reporting responsibility to the Senate.

Sample of Tasks and Activities:

1. Assists faculty in the development of effective, engaging, pedagogically sound and compliant Distance Education courses.
2. Recruits, mentors and trains DE certified faculty to lead GADER (Glendale Annual Distance Education Recertification) workshops, and to otherwise engage in advanced DE training and opportunities.
3. Schedules and oversees GADER training.

4. Designs, schedules (in consultation with Faculty Development and DE Coordinator) and facilitates at least eight face-to-face faculty workshops each semester on pedagogy for online learning, and effective DE course design.
5. Designs and facilitates fully online faculty workshops throughout the Fall and Spring semesters on pedagogy for online learning, and effective DE course design.
6. Collaborates with the DE Coordinator to promote DE across campus, and to recruit faculty to design and teach DE courses.
7. Develops training materials and manuals in support of effective practices in DE pedagogy, which may include technology tools.
8. Researches and recommends appropriate use of education technology to meet institutional instructional objectives with the Distance Education (DE) Coordinator. Keeps current in institutional instructional objectives.
9. Participates and consults in decisions regarding instructional resources, troubleshooting, and technology and system access problems, and other related distance education support as needed.
10. Collaborates in the evaluation of locally designed faculty training sites using established criteria.
11. Advises on ADA accessibility compliance for online course delivery; assists faculty to maintain compliance, and shares effective practices with faculty (in collaboration with the office of DSPS)
12. Participates in @One Training and/or regional "train the trainer" events aligning course design with the Online Education Initiative Standards.
13. Reports faculty completion of DE training for FLEX and GADER, and reports list of currently certified faculty to DE Coordinator.
14. As opportunity presents, promotes development and use of distance education resources on campus.
15. Joins DE Coordinator as needed at District committee meetings related to student learning and faculty development
16. Collects pre- and post- data on GADER activities.
17. Presents information and/or data about GADER, by request, at Verdugo and Garfield campus.
18. Responds to data by suggesting, initiating, creating or overseeing new projects to better meet the needs of advanced faculty DE training (e.g. the development of the focused community of practices and video series)
19. Coordinates, oversees, and promotes a DE mentorship program
20. Uses the FIC calendar to schedule GADER workshops and activities
21. Creates submission processes, including appropriate forms (in consultation with Faculty Development Coordinator)
22. Recommends GADER policies and procedures
23. Oversees GADER committee
24. Creates and maintains GADER website
25. Oversees online GADER submissions
26. Attends DET/CHE
27. Attends Online Teaching Conference
28. May perform other duties as assigned

Preferred Qualifications:

- Experience facilitating faculty professional learning opportunities
- Significant experience teaching in an online and hybrid environment
- Knowledge of effective practice in online instructional design
- Knowledge of learning theory
- Strong knowledge of learning management systems with a deep interest in staying abreast of new Canvas features
- Knowledge of applicable state and federal regulations and laws with regard to accreditation, accessibility (508), enrollment funding, and the Academic Senate
- Ability to recruit and mentor faculty to provide a wide array of DE PD
- Demonstrated commitment to exploring new technologies and artificial Intelligence
- Strong communication skills

Stipend and/or Released Time:

60% Released Time Fall and Spring (based on a 35-hour workweek as indicated in the Guild contract).

Term of Assignment:

Two (2) years subject to an annual review according to the Academic Senate evaluation process and the availability of funding.

Application Procedure:

1. Interested faculty members should submit an application (attached and available from the Office of Human Resources).
2. The completed application form, letter of interest which describes how the candidate is qualified to fulfill the duties of the position as listed, and resume shall be returned to the Office of Human Resources.
3. A selection committee will be appointed to identify applicants to be interviewed, conduct interviews of the selected candidates, and make a recommendation to the Vice President, Instructional Services.

Application forms are available in the
Office of Human Resources

CLOSING DATE: October 21, 2024

*All activities related to this position in no way supplant contractual responsibilities such as office hours, committee assignments and curriculum revision and development.
This position is subject to availability of continued funding.*



APPLICATION FORM

**Distance Education Faculty
Development Coordinator**

60% Released Time

Closing Date: October 21, 2024

Attach Additional Sheets, If Necessary

Name:	
Current Position at GCC:	GCC Telephone Extension:
Relevant Experience and Education:	
Other:	
References:	

Employee Signature

Date

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