



## ASSIGNMENT OPPORTUNITY ANNOUNCEMENT

### Distance Education Faculty Trainer 20% Assignment

**Closing Date: October 4, 2019**

#### **Objectives of Assignment:**

Trains GCC faculty to become Distance Education Certified and eligible to be Distance Education instructors using methods and materials developed and/or endorsed by the California Community Colleges Chancellor's Office (CCCCO).

#### **Description of Assignment:**

The Distance Education (DE) Faculty Trainer at Glendale Community College (GCC) provides a fully online, asynchronous, teacher-led courses. Courses are offered regularly during the semester as needed, and lead faculty to DE Certification upon successful completion. The DE Faculty Trainer works in collaboration with the DE Coordinator, the DE Faculty Development Coordinator, the Academic Senate Committee on Distance Education (CoDE), and the Dean of the Library and Learning Support Services to ensure quality training in accordance with accreditation standards, Title 5 Regulations, Federal ADA/508 Compliance, and employee contracts.

The DE Trainer communicates regularly with IT about IT's requirements and any changes standards from the Chancellor's Office.

#### **Supervision Exercised and Received:**

Supervision provided by the Dean of Library and Learning Support Services.

Note: The Committee on Distance Education (CoDE), which the DE Coordinator chairs, is a Senate committee.

#### **Tasks and/or Activities Required:**

1. Receives training in CCCC-endorsed training methods and materials from a recognized trainer, such as an @ONE facilitator or GCC's current DE Faculty Trainer. Co-facilitates the IOTL course with one of the above in preparation for leading IOTL courses independently.
2. Instructs faculty, using the local adaptation of CCCC approved course methods and materials, such as @ONE's IOTL course, in faculty's pursuit of DE certification. [L]  
[SEP]
3. Works with the CCCC or @ONE to ensure that updates/course modifications/compliance issues are implemented in the GCC IOTL course.
4. Collaborates with the DE Coordinator and DE Faculty Development Coordinator to promote DE across campus, and to recruit faculty to design and teach DE courses, if needed.
5. Advertises the IOTL course to full-time/part-time faculty to increase GCC participant registration.
6. Maintains the IOTL registration list and main DE Certification website.
7. Communicates directly with faculty regarding the DE Certification process and IOTL course requirements.

8. Participates in CCCCO-endorsed training, such as @ONE training, as well as regional “train the trainer” events aligning course design with the Online Education Initiative (OEI) Standards.
9. Reports the DE Certified List to the DE Coordinator and DE Faculty Development Coordinator.
10. Creates and administers DE Completion Certificates to successful graduates of the IOTL course.
11. promotes development and use of distance education resources on campus.
12. Joins DE Coordinator and/or DE Faculty Development Coordinator as needed at committee meetings related to distance education, student learning, and faculty development.
13. other duties as assigned.

**Preferred Qualifications:**

- 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 LMS features.
- Knowledge of applicable state and federal regulations and laws with regard to accreditation, accessibility (508), enrollment funding, and the Academic Senate.
- Understanding of regulation and process for Distance Education Addendum.
- Interest in exploring new technologies.
- Excellent presentation, organizational, and communication skills.

**Stipend and/or Released Time:**

20% Released Time Fall and Spring.

**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 letter of interest which clearly describes how the candidate is qualified to fulfill the duties of the position as listed on this announcement. The letter of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date for consideration for this position.
2. A selection committee composed of the Vice President of Instruction, Senate President and Guild President will interview the candidates for the position and make a final recommendation to the Vice President, Instructional Services.

*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.*

**Released Time/Extra Pay Assignment  
Application**



<p><i>APPLICATION FORM</i></p> <p><b>Distance Education Faculty Trainer</b> <i>20% Assignment</i></p> <p><b>Closing Date: October 4, 2019</b></p>
-------------------------------------------------------------------------------------------------------------------------------------------------------

Attach Additional Sheets, If Necessary

<b>Name:</b>	
<b>Current Position at GCC:</b>	<b>GCC Telephone Extension:</b>
<b>Relevant Experience and Education:</b>	
<b>Other:</b>	
<b>References:</b>	

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

*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.*