

Invitation to Apply: **Coordinator of Online Instruction**

In consultation with the Distance Education Advisory Committee, the Academic Senate and the Office of Instruction are pleased to announce the position of Coordinator of Online Instruction. This position will work closely with faculty members who have online components in their courses and will work in a complementary role with the soon-to-be-hired Instructional Technologist. Regular and adjunct faculty members are invited to apply.

<b>Hours</b>	5/week
<b>Compensation</b>	Full-time 0.13 reassignment, Part-time paid hourly (non-instructional load rate)
<b>Term</b>	1 year, renewable

**Application**

Review the duties and desired qualifications listed below. Answer the following five questions in approximately one page.

1. What interests you in serving as Coordinator of Online Instruction?
2. What is your experience with using technology in teaching (online? hybrid? FTF?)
3. Describe two of the most frequent challenges faced by faculty members who are new to teaching online.
4. What has been your experience with developing plans and procedures?
5. What distinguishing strengths would you bring to the position?

Email your application to Diana Tedone-Goldstone ([tedoned@smccd.edu](mailto:tedoned@smccd.edu)), by 5 p.m. Monday October 15<sup>th</sup>

Complete applications will be reviewed by a screening committee who will forward finalists to the Vice President of Instruction.

Faculty who would like to serve on the screening committee to review the applications for this position should contact Hyla Lacefield ([lacefieldh@smccd.edu](mailto:lancefieldh@smccd.edu)) and Diana Tedone-Goldstone ([tedoned@smccd.edu](mailto:tedoned@smccd.edu)).

**Duties:**

Provide faculty leadership in technology-enhanced teaching and learning by:

- promoting a culture in which faculty colleagues use of technology is facilitated in ways that improve student learning
- developing procedures and assisting faculty with implementing the district’s new policies on Regular and Effective Contact and the Course Design Rubric for Online and Hybrid courses
- participating in the technical review process of the Curriculum Committee by evaluating DE supplements for the Course Outline of Record
- contributing to the thoughtful expansion of online instruction to satisfy growing student demand
- co-chairing the Cañada College Distance Education Advisory Committee and representing the College on the District DEAC
- participating in Instructional Planning Council (IPC) meetings
- collaborating with the Instructional Technologist and Professional Development Director to ensure the best possible training for faculty

**Desirable qualifications include:**

- demonstrated excellence in using technology to improve teaching and learning, especially through online education

- experience leading or teaching faculty
- skills in communication, outreach and promotion