

## Online Instruction Coordinator Description

In consultation with the Office of Instruction, Academic Senate, and Distance Education Advisory Committees, we are pleased to announce the position of Coordinator of Online Instruction. This position serves as a key part of the Online Learning Team, which also includes the Instructional Designer, Instructional Technologist and Dean of ASLT.

### General Position Description

The Online Instruction Coordinator is responsible for coordinating key elements of the Distance Education (DE) Program at Cañada College. This work includes planning and coordinating upcoming DE training opportunities, offerings and cohorts. This position will also certify faculty training and lead efforts in launching a Peer Online Course Review process at Cañada College.

### Duties of the Online Instruction Coordinator (.40 re-assigned time)

- Liaison with Curriculum Committee
  - Attend meetings 2x/month
  - Review all DE Addendums
    - [25% of Time]
- Chair & Attend DE Meetings
  - Co-Chair college DEAC (monthly)
  - Tri-Chair the Technology Committee (monthly)
  - Attend District DEAC (monthly)
  - Attend Monthly DE Coordinator Meetings (as needed)
  - Represent DEAC at Academic Senate (2-3x/semester)
    - [25% of Time]
- Plan & Facilitate DE Program
  - Plan and coordinate flex day and non-flex day trainings in collaboration with Instructional Technologist and Instructional Designer
  - Meet regularly with ASLT Dean to track progress and ensure alignment with goals
  - Coordinate QOTL offerings, enrollments, facilitators and payment
  - Track and verify faculty online teaching training status
  - Lead monthly DE Team Meetings
  - Lead DE Program Review Efforts Annually
  - Responsibility for leading the development and sharing of the college DE plan
    - [25% of time]
- Build & Facilitate POCR program
  - Provide oversight for course reviewers and facilitate review process framework
  - Interface with departments for POCR alignment; visit department and division meetings as needed
  - Meet regularly with POCR team and ensure new members are recruited

- Work with ASLT division office to facilitate paperwork and processes for accounting purposes and maintaining an updated review cycle
- Track course review status for prior and current faculty certifications
  - [25% of time]

**Desirable qualifications include:**

- At least three years of experience teaching fully online on the Canvas Learning Management System.
- Experience with a variety of digital learning methods
- Familiarity with core online teaching principles, like accessibility, student engagement, authentic assessment, equity, and more

<b>Hours</b>	15/week
<b>Compensation</b>	6-unit reassignment (.4 fte), Part-time faculty paid hourly (non-instructional load rate)
<b>Term</b>	2 years, renewable

**Application**

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

- What interests you in serving as the Online Instruction Coordinator at Cañada?
- Describe your experience teaching online with Canvas. Please share your biggest victory from your time teaching online (this could be a problem you were able to solve, or seeing a piece of instruction land well with students, etc.)
- From your experience, what are two things that faculty struggle with most in the online teaching environment? What would you do to support faculty as they address these struggles?

Academic Senate will review complete applications. Finalists will be forwarded to the Vice President of Instruction.