Faculty Director, Online Education

Closing Date: April 13, 2011

POSITION AVAILABLE:

One full-time, tenure-track faculty position, beginning July 2011. Contract is for 212 days. Salary placement will be on the academic salary schedule, plus a 1.2045% time differential (reflecting the number of contractual days) and 4% responsibility differential (in recognition of responsibilities required of a director-level position). The standard work week is forty (40) hours with thirty-five (35) hours scheduled for position-specific duties and five (5) hours of collegial governance and departmental activities. The person selected for this position may be subject to assignment to any district facility during any hours of operation.

PRIMARY FUNCTION:

Under the direction of the Dean of Academic Information Services (AIS), the Faculty Director for Online Education will demonstrate leadership, innovation, and collaboration in working with administration, departments, faculty, staff and students to promote online learning and teaching; support the development of online courses; coordinate technical training and provide operational support to faculty teaching online, hybrid, and web-enhanced on-site classes; supervise technical classified support staff; and provide leadership for innovation in web-based teaching and learning.

REPRESENTATIVE DUTIES:

- Provide leadership for coordinating efforts to implement and update the Online Education Plan approved through the college governance process.
- Act as a liaison for online teaching and learning issues between the Academic Senate, the Office of Instruction, AIS and the general campus community.
- Coordinate support and resources for faculty to promote Americans with Disabilities Act (ADA) compliance materials used in web-enhanced, hybrid, or online classes.
- Coordinate online faculty technology training options, faculty support services, and use of the Teaching Innovation Center and technology-enhanced classrooms for faculty and staff development.
- Advocate for online teaching and learning in the campus budget and planning process, based upon discipline program reviews, the Online Education Plan, and faculty, staff and administrator feedback.
- Support departments and work with the Professional Growth & Evaluation (PG&E) committee in developing appropriate and effective tools for evaluating online faculty.
- Develop and maintain the distance education website.
- Serve as a resource and advocate for online-related issues being discussed within Academic Senate and Governance committees.
- Encourage the development and implementation of tools, technologies, and services related to online education that empower faculty and enhance teaching and learning.
- Apply for grants and seek out funding sources for innovations in online education.
- Maintain currency in online education, Distance Education and web-based culture at a scholarly and practitioner level.
- Assist in making MiraCosta an active member of associations and organizations promoting innovation in distance education.

- Consult regularly with the campus community to determine current technological, resource, and support needs.
- Responsible for organizing district online efforts relative to local, state and federal reports and plans.
- Provide analytics regarding student satisfaction, retention, and student learning for use by the campus community with emphasis on online teaching faculty and departments.
- Assist students in identifying available online courses, online certificates and degrees, and facilitating the sharing of information from faculty to students about online courses (e.g., via the Distance Education website and other resources).
- Monitor demand for and expansion of online course offerings as a basis for college planning.
- Assist in the development of policies and procedures for the distance education program within the shared governance framework.
- Develop mechanisms for supporting Course Management Systems, multimedia/streaming media capabilities and resources, and Web resources for online teaching and learning in response to changing needs.
- Make recommendations to appropriate departments, administrative offices and college governance councils regarding how to best provide support for online education.
- Propose and administer the budget for activities, services, and operations related to online learning and teaching.
- In consultation with the dean, select, train, schedule, supervise, and evaluate the performance of assigned personnel within AIS; establish priorities and assign work.
- Perform other duties as assigned within the scope of the position.

MINIMUM QUALIFICATIONS: To be eligible for this position, you must meet and provide evidence of the following minimum qualifications:

1. any Master's degree; OR

2. a lifetime California Community College Credential in a discipline that requires a master's degree; OR

3. the equivalent (view the equivalency instructions and guidelines at http://www.miracosta.edu/equivalency.pdf); AND

4. sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS:

- Four years of recent and relevant experience developing and actively teaching online courses.
- Master's degree in educational technology, or other master's degree with emphasis in online learning, teaching and theory.
- Experience with a variety of course management systems and open web tools in the delivery of online teaching and learning.

- Demonstrated expertise in the theory and practice of Online Distance Learning pedagogy.
- Knowledge and experience in online course materials development based on best practices, research, and current adult learning theories in distance education.
- Strong technical aptitude and skills, ability to learn new technology quickly, and ability to stay abreast of current online education trends and technology.
- Knowledge about and practical experience with emerging trends in distance education – such as social networking, mobile devices, cloud computing, etc.
- Experience working collaboratively with faculty, staff, and students who have different levels of technical expertise.
- Experience as a faculty member in shared governance activities pertaining to online education.
- Excellent verbal, written, and interpersonal communication skills.
- Project management experience, preferably in a higher education setting, with a demonstrated ability to set goals, think critically, solve problems, and prioritize tasks and the workload in order to complete assignments in a timely manner.

APPLICATION PROCEDURES:

In order to be considered for this position, you must submit the following:

1) Academic application.

2) A letter to the "Selection Committee" addressing the following:

   a) Your online teaching philosophy, your view of the role of faculty in online education, and your opinion of the role of educational technology in higher education;
   b) Methods, theories, or technologies relevant to your educational leadership style;
   c) Explanation of how your education and experience have prepared you to meet this job posting;
   d) Other qualities you possess not evident in the resume/curriculum vitae;
   e) A link to your professional and/or teaching website(s).

3) A current resume or curriculum vitae summarizing your educational background and experience.

4) Transcripts of all college coursework -- unofficial or legible copies are acceptable but must indicate that the degree(s) has been conferred, if applicable.

   If your qualifying degree is in progress but will be conferred *BEFORE* the position begins in July 2011, you must also include a written statement from your advisor indicating the anticipated degree CONFERRAL date.

   If your degree(s) is from a college or university outside of the United States, you must submit a detailed evaluation from a professional evaluation agency.

   4a) If applicable, a copy (front and back) of your California teaching credential authorizing **** in a community college.

4b) IF you do not meet the minimum degree qualifications directly or IF your qualifying degree will not be awarded before the position begins, you must submit an equivalency narrative and supporting documentation (instructions for equivalency requests at http://www.miracosta.edu/equivalency.pdf).

5) Three recent letters of professional recommendation (letters need not be confidential) or an up-to-date placement file from your college/university.

Note: Do not submit materials other than those requested above as the committee will not consider them.