COLLEGE of the CANYONS
SANTA CLARITA COMMUNITY COLLEGE DISTRICT
announces an employment opportunity for
Distance Learning Coordinator I
A Full-Time Classified Represented Position
Review Date: June 17, 2016

Position Number: CLA15-174

POSITION DESCRIPTION:
Under the supervision of the Director, Distance and Accelerated Learning, the Distance Learning Coordinator supports student access to and success in distance and accelerated learning and assists faculty in producing and implementing content and instructional methods for distance learning and alternative delivery formats. The Coordinator performs a wide variety of technical, production, support, and liaison functions pertaining to distance learning, including online, hybrid, telecourse, and other alternative delivery formats and schedules. Designs, maintains and updates websites and other digital and print media related to distance learning and alternative delivery formats. Identifies and maintains tools and techniques necessary to expand student access and success as technology evolves. Produces and implements multi-media elements, digital learning objects, and other media as technology evolves. Attends staff meetings and serves on appropriate standing and ad-hoc committees. Performs other related duties as assigned.

ESSENTIAL DUTIES:
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Acts as liaison between the Distance and Accelerated Learning Department and relevant campus departments, including but not limited to Admissions & Records, The Learning Center (TLC), Computer Support Services and Disabled Students Programs & Services (DSP&S) in matters pertaining to the needs of distance learning students and faculty.
2. Plans and executes on/off campus community outreach efforts, recruitment activities and special events.
3. Assists and provides training for faculty in use of the Learning Management System and in producing, developing and implementing online course materials, including multi-media elements, digital learning objects, podcasts, synchronous learning tools, and other media as technology evolves.
4. Assists students and faculty with the contribution and delivery of digital learning objects, including but not limited to, Open Educational Resources.
5. Serves as primary point of contact via Internet, phone, and in person between prospective and current students served by the Distance and Accelerated Learning Department, including online, hybrid, telecourse, and other alternative delivery formats.
6. Provides first-level assistance to students with accessibility issues, technical concerns and procedural questions. Direct inquiries as-needed to appropriate second-level contact.
7. Prepares and maintains reports and databases related to Distance Learning programs, including but not limited to patterns of student enrollments, class schedules, instructor contact information, and helpdesk inquiries. Ensures accuracy of all academic data entered.
8. Prepares documentation on various areas of responsibility and creates status reports at designated time frames.
9. Informs, advises and directs prospective and current students on District and Departmental policies and procedures for all areas relevant to the mission of the Distance Learning Department.
10. Designs, maintains and updates the Distance Learning Department website and other related websites.
11. Designs, maintains, and updates digital media and printed materials that promote the department and inform prospective and current students of departmental offerings.
12. Trains and provides work direction to short-term hourly employees and/or college assistants.
13. Serves as point of contact with relevant external vendors and organizations.
15. Performs other related duties as assigned.

This position is a high priority for our district for the 2016-17 year, and is contingent upon continued available district and state funding.
DEMONSTRATED KNOWLEDGE AND ABILITIES:

**Position requires ability to:**
- Demonstrate strong interpersonal skills and ability to communicate effectively with beginning and experienced technology users.
- Actively demonstrate and promote a customer-oriented approach.
- Meet deadlines and handle multiple simultaneous projects. Work independently with little direction or as part of a team.
- Communicate effectively both orally and in writing.
- Prepare and maintain a variety of records and files and be able to present clear and comprehensive reports.
- Independently maintain currency of educational technology, computer programs/software, web design, graphic design and related tools as technology evolves.
- Utilize a wide range of digital media tools to accomplish assigned tasks, including but not limited to Adobe Photoshop, Final Cut Pro Studio, Dreamweaver, QuickTime and other tools as technology evolves.
- Recommend appropriate uses of technology for distance learning.
- Apply knowledge of modern office practices and equipment, including record management and filing systems, receptionist and telephone techniques, correspondence and report writing.
- Demonstrate interpersonal skills using diplomacy, patience and courtesy.
- Establish and maintain effective working relationships with both on-campus groups (including students, faculty, administrators, and staff), as well as the off-campus community.
- Represent the Distance and Accelerated Learning Department and the College in a wide variety of on-campus and community settings.
- Work effectively and collaboratively with faculty, administration, classified, students, and community members.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and community.

MINIMUM REQUIREMENTS:

**Experience:** Three (3) years of full-time equivalent work experience providing support to a variety of end users and/or customer service and/or educational advisement to prospective or current students. The applicant must have some experience providing support for online learning management systems (such as Blackboard, Canvas, Moodle, Etudes, etc.) and developing or maintaining web/digital media content. Possession of an earned Bachelor’s degree will substitute for one year of the required experience.

**Education:** Education equivalent to an Associate’s degree (60 semester units) from an accredited institution is required. Two years direct experience in addition to that identified above may be substituted for each one year (30 units) of college.

**Desirable Qualifications:**
- Bachelor’s degree in education, educational technology, instructional design or a related area.
- Experience with classroom teaching or facilitation of training sessions.
- Experience as a distance learning student or instructor/facilitator.
- Two (2) years’ experience providing support for online learning management systems or other educational technology solutions.
- Knowledge of accessibility and usability standards, requirements and laws related to Section 504 and 508 of the Americans with Disabilities Act.
- Knowledge of Adobe Photoshop, Final Cut Pro Studio and QuickTime. Ability to capture video from various sources and encode to set standards for web delivery.
- Knowledge of and ability to develop captioning and transcription of video and animation content.
- Development using Flash or other animation applications.
- Experience in video production, digital photography and streaming video.

**MINIMUM REQUIREMENTS:**

**Salary Schedule B ($3,986 - $6,238 per month).** Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($3,986 / $4,230 / $4,470 per month) of this 11-step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9; three years at Step 9 before moving to Step 10; and four years at Step 10 before moving to Step 11.

**Probationary period** for new Classified employees is one year. **Work year** is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Ten vacation days accrue during the first year of employment. A **regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed.** A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

**PHYSICAL CHARACTERISTICS:**

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; repetitive use of computer keyboard, mouse or other control devices; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; occasionally carrying moderately heavy materials weighing up to 50 pounds; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; intermittent exposure to impatient, angry and/or verbally aggressive individuals; and travel from site-to-site.

**DISTRICT CLASSIFIED EMPLOYEE BENEFITS:**

Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

**RETIREMENT:** Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.
CONDITIONS OF EMPLOYMENT:
Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
Board of Trustees approval.
Official, sealed transcripts are required upon offer of employment.

EQUAL EMPLOYMENT OPPORTUNITY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.
Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.

ABOUT THE DISTRICT:
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.
Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.
Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.
The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.
College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.
Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.
Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.
APPLICATION AND SELECTION PROCESS:
Applicants are encouraged to complete their applications online. Please visit our website at http://www.canyons.edu/offices/HumanResources. If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 – 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.

Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **Online District CLASSIFIED Application.**
- **Detailed resume**, which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- Copies of complete and legible **college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire**. Please answer the following questions as part of your application packet.
  1. Do you possess education equivalent to an Associate’s degree or higher from an accredited college or university? (yes/no) If yes, please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  2. Please describe your experience providing support to a variety of end users and/or customer service and/or educational advisement to prospective or current students. Include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  3. Please describe your experience supporting student online learning management systems (such as Blackboard, Canvas, Edutes, etc.) and developing or maintaining web/digital media content.
  4. Please describe your experience working with Adobe Photoshop, Final Cut Pro Studio, Dreamweaver, QuickTime, and other digital media tools.
  5. Please describe your experience preparing and maintaining reports and databases.
  6. Please describe your experience speaking to large audiences or facilitating large discussions.
  7. Please describe your methods for organizing multiple projects and daily work.
  8. **Why do you want to work in this staff position at College of the Canyons?**
- **Letters of Reference** are optional.
- **Please note:**
  - Skills evaluation of candidates for interview may be required.
  - Travel and relocation expenses are the responsibility of the applicant.
  - Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.
  - “Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.
  - Applicants are encouraged to apply online. If you need assistance with the application process, contact:

    **Human Resources Office**
    (661) 362-3427
    TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources

It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of July 5, 2016 and July 18, 2016 and conduct final interviews between the weeks July 11, 2016 and July 25, 2016. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.

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**COLLEGE OF THE CANYONS**
26455 Rockwell Canyon Road, Santa Clarita, CA 91355
www.canyons.edu

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**Redefining Community College Since 1969**