COLLEGE of the CANYONS

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

announces an employment opportunity for

Director, Distance and Accelerated Learning

An Educational Administrator Position

Review Date: June 17, 2015

Position Number:
ACA14-206

“BIG PICTURE” RESPONSIBILITY

Under the direction of the Dean, Education Technology, Learning Resources, and Distance Education, the Director of Distance and Accelerated Learning performs a wide variety of duties related to leadership, planning, implementation and support of Distance Learning throughout the District. The Director is responsible for the supervision of distance learning formats, including online, hybrid, and other delivery formats as technology evolves; as well as accelerated delivery formats, such as the PAL program. Coordinates Open Educational Resources initiatives. Supervises the daily operations of the Distance Learning Department and ensures the integration of educational technology with web-enhanced and distance learning courses. Manages the design and delivery of training for faculty on distance learning applications and teaching strategies. Provides on-going research regarding opportunities in new technologies. Develops, manages, and exercises oversight over grants and external funding opportunities. Performs other related duties as assigned. Within the scope of this position, new responsibilities may be added or deleted based on District and community needs.

ESSENTIAL DUTIES

1. Manages and coordinates the daily operations of the Distance Learning Department in accordance with District policies, legal requirements, and sound educational principles and practices. Areas of assignment include online, hybrid, and other formats as technology evolves; as well as accelerated delivery formats, such as the PAL program.

2. Develops program plans and budgets, monitors assigned program budgets and initiates special funding requests.

3. Directs annual evaluation of assigned programs, prepares and disseminates statistical reports documenting program results, and prepares and implements program improvements. Collaborates with Institutional Research to achieve these objectives.

4. Determines and facilitates department policies. Interprets program requirements and objectives to other District departments.

5. Serves as primary point of contact for student complaints beyond general basic troubleshooting issues with distance learning courses.

6. Coordinates with Grants Department to develops applications for grants and pursue external funding. Plans, manages, and supervises the implementation of work plans for grants.

7. Assists relevant deans and faculty in reviewing and evaluating distance learning courses and programs for instructional effectiveness and student satisfaction. Assists deans and faculty in revising distance learning course content to retain currency.

8. Participates in the development of the class schedule, in collaboration with relevant deans and departments to meet the needs of students and District requirements. Exercises oversight to catalog information relevant to department programs.

9. Researches and works with relevant deans and departments to develop new programs and course offerings in response to needs of business, industry, community organizations and other educational institutions.

10. Researches, develops, and implements new programs and course offerings as a component of enrollment management and the district’s strategic plan.

11. Advises and supports instructional units on applications of educational technology.

12. Coordinates Open Educational Resources initiatives through collaboration with faculty and relevant committees.

13. Advocates throughout the District for support of distance learning students. Collaborates with Computer Support Services, Admissions & Records, Counseling, The Learning Center, Library, and other relevant departments to address the needs of distance learning students and faculty.

14. Serves as active participant and member of the District’s Technology Committee, Educational Technology Committee and other committees as appropriate.

15. Provides leadership in the design and delivery of training, in multiple delivery formats, in large-group and one-on-one settings, on distance learning applications and teaching strategies. May deliver training at all District sites and at irregular hours.
MINIMUM QUALIFICATIONS

Education:
Master’s degree from an accredited institution is required.

Experience:
Two (2) years of full-time equivalent experience in the field of Distance Learning programs.

DESIRABLE QUALIFICATIONS

• Teaching or training experience in a variety of delivery modes and scheduling formats.
• Experience in developing guidelines and practices for improving instructional programs.
• Experience in innovative planning, development of instructional programs using a variety of delivery modes.
• Experience in video production, digital photography and streaming video.
• Experience in the implementation of universal design and accessibility.
• Experience in the implementation of Distance Learning programs in a community college or other post-secondary educational institution.
• A work history that indicates success in leading, innovating, initiating and getting results.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

• Ability to independently maintain currency in educational technology, distance learning, and related fields;
• Knowledge of media software and media creation processes such as: 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 animation applications. Knowledge of video production, digital photography and streaming video;
• Knowledge of the mission of California Community Colleges;
• Understanding of the curriculum process and ability to develop curriculum;
• Knowledge of teaching and learning strategies and experience in evaluation of those strategies;
• A track record of being innovative in planning, developing, and producing quality instruction and student services delivered via technology;
• Ability to relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds to achieve the college’s strategic goal of being an entrepreneurial college;
• Knowledge of principles and practices of administration, supervision, training, and leadership;
• Ability to work effectively in a participatory manner with all segments of the college community and community at large;
• Proficiency in applying technological applications to daily responsibilities;
• Ability to lead, implement and manage change;
• Ability to develop, interpret, and uniformly implement district policies and procedures and the college’s bargaining agreements;
• Demonstrated commitment to the values and ideals of a learning institution with a focus on student success and universal access for all populations;
• A heightened sense of integrity, high energy, devotion to collegiality and civility as the accepted mode of discourse, and an exceptional level of creativity and initiative;
• Ability to communicate effectively and persuasively orally, in writing, and using technology;
• A tolerance for ambiguity and a good sense of humor;
• Demonstrated ability to work with complex regulations and/or compliance programs and to successfully coordinate their implementation among multiple areas;
• Knowledge of budget preparation and control; and
• A commitment and sensitivity to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College’s instructional program.

PERSONAL AND PROFESSIONAL COMPETENCIES

Every administrator with the College is expected to be:

• A creative, innovative, energetic instructional leader; a technologically sophisticated professional who is skilled in various technology applications;
• A leader who possesses interpersonal skills and qualities, including a can-do optimistic attitude, creativity, ambition, sensitivity, honesty, integrity, fairness, flexibility, a sense of humor, an entrepreneurial nature and a tolerance for ambiguity;
• An experienced academic committed to continued improvement; a visible, accessible and collaborative educator who encourages and acknowledges the contributions of others, who is willing to be a risk taker and create an environment that is open to new ideas;
• A supporter of consistent and on-going professional development initiatives, in pursuit of the college’s strategic goals;
• A fair-minded, ethical, and honest leader with excellent interpersonal and communication skills and the courage and integrity to lead and accept responsibility;
• A leader knowledgeable of and able to apply management theories and practices, learning theories and practices, and community college finance;
• A capable planner who can systematically allocate resources to further institutional goals, evaluate the results of the allocations, and develop strategies for continued development; and
• A skilled leader adept in planning for the emerging needs of the District and successful in resource generation and partnership development.
**SALARY PLACEMENT**

This 12 month per year Educational administrator position will be on an individual contract and exempt from overtime and compensatory time accumulation. The salary range for this position is $80,000 - $90,000. Salary placement will be negotiated and will be commensurate with qualifications and experience. An excellent benefit package including medical, vision, dental, life and Section 125 is offered.

**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; frequent reaching, bending, stooping and twisting at the neck and waist; occasional kneeling, crawling and squatting; handling and working with various materials and objects; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; may be exposed to occasional contact with dissatisfied individuals; and travel from site-to-site.

**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.

Position is contingent upon funding and is subject to change.

**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**

College of the Canyons is a California community college that serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. The college opened with 735 students in 1969 and now serves over 19,000 students per semester on two campuses – in Valencia and Canyon Country – under the umbrella of the Santa Clarita Community College District.

College of the Canyons offers 74 degree and 84 certificate programs, and is focused on staying ahead of the technology curve both operationally and academically. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. With accessible, enriching education that provides a wide variety of associate degree and certificate programs, College of the Canyons prepares students for transfer to four-year colleges and universities, offers a variety of life-long learning opportunities for community members, and provides employee training programs for business and industry. The 2014-15 academic year marks the 45th year of the college’s service to Santa Clarita Valley communities.

The local community has been historically and enthusiastically supportive of its local college, having approved two bond measures valued at more than $220 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 boasts clean, modern facilities, a capable and enthusiastic staff, innovative programs and high-tech solutions. It is, quite simply, a vital cultural, educational and economic force in the region. Those who are involved with the college discover unlimited opportunities. They can be innovative and entrepreneurial, and they can set the stage for things to come.
APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online at 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 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 #380 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:

- District Academic application.
- A list of six (6) references, with their names, titles, business and home telephone numbers. The list should include two (2) current and two (2) former supervisors, one (1) subordinate, and one (1) community or business representative. All references (except for former supervisors) must be within the last five (5) years. References will not be contacted without the applicant’s knowledge.
- A current detailed resume, summarizing education and experience.
- Letter of interest (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties, the demonstrated knowledge, and the abilities section of this announcement. Provides specific details and examples of your direct leadership in achieving the list of minimum and desirable requirements for this position.
- Copies of complete and legible college transcripts clearly indicating all college units earned and any degree awarded. Submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Three (3) current letters of professional reference that clearly describes why you are a strong candidate/good fit for this position based on the job description. Position title should be referenced in the letters. Letters must be signed and dated (no fancy font signatures).
- Confidential Recruitment Source Sheet (optional).
- Supplemental Questionnaire. Please answer the following questions as part of your application packet.
  1. Please describe your experience teaching or training in a variety of delivery modes and scheduling formats.
  2. Please describe your knowledge and use of media software and media creation processes (examples might include video capture and encoding, captioning and transcription, animation, video production, digital photography, and webpage development).

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.
- A presentation will be required for those candidates selected for an initial interview.
- Current COC employees who are applying for this position: Please be aware that materials from your personnel file are not included as part of the application file; therefore, please provide the same requested application materials as any other applicant.
- 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 and final interviews in the month of July 2015. This is an estimated timeline, and is subject to change.

Position is 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.

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