



TITLE	CLASSIFICATION	SALARY RANGE
Director, Distance Education	Management Team Educational Administrator	25

SCOPE OF POSITION:

Under the direction of the Senior Dean, Learning Resources and Educational Technology, plan, organize, and direct the services and operations of the Distance Education program; collaborate with the Distance Education team to improve the quality of on-line education at the District; ensure that the District meets policies, procedures and laws regarding online education; train, supervise and evaluate the performance of assigned staff.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversee the migration to and support of the District's course management system(s); prepare migration progress statistics and analytics of the course management system.
2. Collaborate with the Distance Education team to improve the quality of on-line education at the College and offer a complete and functional set of online student services.
3. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
4. Work with Information Technology staff to coordinate Distance Education services offered to students and faculty; create and maintain a program web page; create or participate in the development of software programs to accomplish technological goals.
5. Provide technical expertise, information and assistance to the Senior Dean regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
6. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
7. Direct the preparation and maintenance of narrative, visual and statistical reports, records and files related to personnel and assigned activities.
8. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
9. Develop and prepare the budget for Distance Education; analyze and review budgetary and financial data; authorize expenditures in accordance with established priorities.

KNOWLEDGE OF:

1. Distance Education policies, procedures and internal and governmental laws and rules.
2. Budget preparation and control.
3. Oral and written communication skills.

KNOWLEDGE OF – Continued

4. Principles and practices of administration, supervision and training.
5. Applicable laws, codes, regulations, policies and procedures.
6. Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

1. Supervise and evaluate the performance of assigned staff.
2. Communicate effectively both orally and in writing.
3. Interpret, apply and explain rules, regulations, policies and procedures.
4. Establish and maintain cooperative and effective working relationships with others.
5. Operate a computer and assigned office equipment.
6. Operate and utilize assigned networks, software programs and platforms.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

EDUCATION:

One year of formal training, internship or leadership experience reasonably related to this assignment.