



Position Description

Position: Distance Education Supervisor	Position Number: 108201
Department: Distance Education	FLSA: Exempt
Reports to: Dean of Faculty	Salary Range: 7

Summary

Assist in managing, developing, planning, and establishing delivery of the distance education program to ensure campus wide coordination. Implement goals and objectives to meet the District's mission, guidelines, polices and emerging technology within the program. Supervise and maintain all operations of our CMS (Computer Management Systems) and other related instructional/educational technologies.

Essential Duties and Responsibilities

- Provide planning and support for the distance education program. This includes developing, managing, and delivering the distance education program, in conjunction with the assigned dean and/or faculty coordinator.
- Coach and supervise staff assigned to distance education.
- Maintain a positive working relationship with outside vendors to ensure that the distance education program has the best software at a reasonable price.
- Maintain records for federal and state compliance including, but not limited to, records relating to: Accessibility, Chancellor's Office guidelines, Title V reporting, and internal guidelines.
- Maintain membership in outside organizations relating to distance education (e.g., Intellicom, Blackboard, Educasue, Innovate, One and CVC).
- Maintain records for policy and procedure compliance in curriculum.
- Participate in shared governance activities to further the goals of Distance Education and the District.
- Promote the Distance Education Program, as well as Citrus College, at functions held both on and off campus.
- Prepare/arrange "Technology Toolbox" for Distance Education faculty and appropriate staff.

Qualifications

Knowledge, Skills and Abilities

- Knowledge of applicable CMS, Title V regulations, Chancellor's Office guidelines pertinent to distance education programs, federal and state limitations and requirements pertaining to accessibility, software applications, the District's mission, policies and procedures for the District, contractual obligations for staff and faculty, the District's schedule, facility, curriculum, and web program.
- Knowledge of distance education programs: Microsoft Office suite, CMS, appropriate software applications, WebContent system, Banner/Sungard, or similar enterprise system, CurricuNet and appropriate accessibility tools.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.



Position Description

- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of an associate's degree in CSIS and a certificate in CSIS. Five years supervisory experience in an educational environment. CEU's in technology specific areas are preferred.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.