



# Distance Education Faculty Coordinator Full-Time, Tenure - Track



EL CAMINO COLLEGE

**MISSION STATEMENT:** *El Camino College makes a positive difference in people's lives.  
We provide excellent comprehensive educational programs and services that promote student learning and success  
in collaboration with our diverse communities.*

## ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is a vibrant two-year college. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities. We currently enroll approximately 25,000 students each semester, the majority of whom are from diverse populations. Over 50 percent of ECC's students are Latino/a, 16 percent are African-American, 15 percent are Asian, 13 percent are white, 5 percent are multiracial, and less than 1 percent are Pacific Islander or Native American.

The successful candidate will join a department committed to curriculum and practices that are responsive to the students it serves and an institution dedicated to funding student scholarships totaling \$1.4 million annually.

Since 1947, ECC has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance. As a single-college district, ECC employs more than 900 full- and part-time faculty to teach approximately 1,200 sections of pre-baccalaureate, transfer, and career technical courses.

Approximately 475 staff and management employees also support student learning. Each semester, the College offers 99 degree programs and 83 certificate programs. ECC ranks among the top ten community colleges in transfers with over 1,500 students transferring annually to four-year universities around the country. Some of the top local transfer institutions include UCLA, USC, CSU Dominguez Hills, and CSU Long Beach. With a robust Transfer Alliance Program, ECC is regularly among the top three community colleges in Southern California for students admitted to UCLA.

Situated on a beautiful and spacious 126-acre campus in Torrance, California within Los Angeles County, the campus is located just minutes from South Bay beaches and surrounded by high-tech industries including aerospace, logistics, multimedia, and service corporations. The District has undergone a substantial transformation campus-wide with the passage of general obligation bond measures in 2002 and 2012. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will position El Camino College well for the future.

## CONTACT

**El Camino College Human Resources**

310-660-3807

[HR@elcamino.edu](mailto:HR@elcamino.edu)



### P.R.I.D.E. – OUR STATEMENT OF VALUES

Our highest value is placed on our students and their educational goals; interwoven in that value is our recognition that the faculty and staff of El Camino College are the College's stability, its source of strength, and its driving force. With this in mind, our five core values are:

#### **People**

We strive to balance the needs of our students, employees and community.

#### **Respect**

We work in a spirit of cooperation and collaboration.

#### **Integrity**

We act ethically and honestly toward our students, colleagues and community.

#### **Diversity**

We recognize and appreciate our similarities and differences.

#### **Excellence**

We aspire to deliver quality and excellence in all we do.



## DISTANCE EDUCATION FACULTY COORDINATOR - FULL-TIME, TENURE TRACK

**Division:** Library Learning Resources  
**Posting Close Date:** 1/8/2019  
**Req:** A1819-030  
**Location:** ECC Campus  
**Position Type:** Faculty

### JOB DESCRIPTION

El Camino College is seeking a 12 month, full-time, tenure-track faculty member to join its team. Under the direction of the Director of Library Learning Resources, the Distance Education Faculty Coordinator is responsible for the overall coordination of the Distance Education (DE) program, which requires knowledge of online instruction and education technology, student support services and program planning and management. The DE Faculty Coordinator will attempt to discharge the following responsibilities at an optimum level of proficiency:

Oversee, direct and coordinate the day-to-day functions of the DE department as assigned.

Manages, promotes, and acts on the implementation, continuing growth, and success of the College's participation in the Online Education Initiative; along with developing corresponding policies when applicable.

Maintain current knowledge and understanding of curriculum, support services, policies, laws, and regulations as mandated by State and Federal laws including appropriate sections of the California Education Code and ACCJC for DE.

Maintain current knowledge and understanding of instructional design principles and distance education technology.

Provide leadership and work collaboratively with other departments to develop and promote the Distance Education department.

Assess and evaluate in a timely manner the progress and benefit of the DE program.

Perform and lead assigned committee work, including participation in program review, the accreditation process, and, to attend meetings called by the District, as long as, such obligations are considered reasonable.

Support Academic Dean's in the review of online courses during the faculty evaluation process.

Develop, assess, and reflect upon Service Area Outcomes.

### TO APPLY

An applicant must submit the following by the closing date.

1. Online application:  
[https://elcamino.igreentree.com/css\\_academic](https://elcamino.igreentree.com/css_academic)
2. Cover letter describing how applicant meets the qualifications.
3. Resume including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.)  
*[Foreign Transcripts info on next page]*
5. Evidence of a valid community college credential, if applicant holds one.

If you need assistance you may call 310-660-3593, Ext. 3478 between the hours of 8:00 a.m. and 4:00 p.m. Monday-Friday.

Due to the large volume of calls received on closing dates, we highly recommend that you contact us for assistance requests well before the last day to apply. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m.

Develop and conduct ongoing training and professional development opportunities for faculty in instructional design, strategies, and learning management system.

Liaise with faculty on concerns and verify DE certification for new and experienced faculty

Collaborate with faculty, staff, and students to ensure that current and future distance education activities meet student and community needs.

Collaborate with IT staff to identify, integrate, and assess technical requirements for effective distance education delivery.

Assist with development and enforcement of operational policies and procedures for DE.

Supports and facilitates grant work involving DE program.

The position requires participation in a variety of campus and divisional activities such as faculty meetings, student activities, office hours, and curriculum/instructional development. Selected candidates will be invited for an interview, which will include a teaching demonstration on an assigned topic.

Faculty job responsibilities include the development/review of curriculum and assessment of learning outcomes to improve teaching and learning in achieving El Camino College's mission of institutional effectiveness, quality educational programs, and vibrant student support services.

### **REQUIRED QUALIFICATIONS**

Master's degree or equivalent\*, three years' experience in program administration or coordination, and experience with budget management.

One year of formal training, internship or leadership experience related to the administrator's assignment.

Experience teaching online.

Knowledge of both Canvas and Educes course management systems.

Sensitivity to and understanding of multi-cultural, diverse environments and college students from diverse academic, socioeconomic, cultural, and ethnic backgrounds.

\*Equivalency to be determined by the El Camino Community College District Board Policy 4119 – Equivalence to the Minimum Qualifications.

Evidence of responsiveness to and understanding of the racial, socio-economic, academic, and cultural diversity within student populations, including students with disabilities, as these factors relate to the need for equity-minded practices.

### **DESIRED QUALIFICATIONS**

- One year of program coordination experience.
- Knowledge and understanding of innovative online teaching methods and practices.
- Knowledge and understanding of Universal Design including ADA 508 standards.
- Facilitating and leading training on distance education methodologies and best practices.
- Experience working with faculty across disciplines to facilitate improvements in Distance Education.
- Experience examining and remediating one's instruction, interactions, and/or practices to more effectively engage and support diverse students.
- Demonstrated skill with addressing issues of equity.
- Demonstrated expertise in culturally responsive methodologies, particularly as it relates to students' lives, interests, and communities.

### **SUPPLEMENTAL QUESTIONS**

Please limit each response to 300 words.

1. What strategies do you use to motivate diverse students and facilitate students' self-motivation? How do you assess whether these strategies are effective?

2. Please describe your knowledge of and experience with using student learning outcomes assessment to improve student learning. What were the key factors in creating learning success, particularly for diverse students?
3. What are the future impacts and challenges in Distance Education?

## **CONDITIONS OF EMPLOYMENT**

Contract shall be for full-time, tenure-track teaching assignment for the 2019 – 2020 academic year, beginning in August. Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

## **SALARY**

The starting salary ranges from \$86,584 - \$101,228 depending on education and experience. Excellent benefits are included.

## **FOREIGN TRANSCRIPTS**

Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit:

<http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

*Please Note:* Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

## **CLOSING DATE**

Tuesday, January 8, 2019 at 3:00 p.m.

## **INTERVIEW EXPENSES**

Individuals identified for FINAL interviews are eligible to have expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Office.

## **HEALTH, LIFE, DENTAL AND VISION INSURANCE**

The college provides a diversified insured benefit program for all full-time employees including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available toward which both the college and the employee contribute.

## **COMPENSATION AND BENEFIT HIGHLIGHTS**

### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at fifty percent.

### **Retirement**

Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security. Upon termination, STRS or PERS

retirement contributions may be withdrawn in full, plus accumulated interest. Various benefit options are available for employees upon retirement.

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender, (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*