

OCTOBER 2022
FLSA: EXEMPT
SALARY GRADE: Z
CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DEAN, EDUCATIONAL SERVICES AND DISTANCE LEARNING

BASIC FUNCTION:

Under the direction of the Vice Chancellor, Educational Services and Strategic Planning, is responsible for the coordination and strategic leadership of the District's distance learning program, including online, hybrid, and HyFlex classes, and online student services; oversees and leads a District-wide operational infrastructure that aligns excellence in teaching and learning, culturally responsive course and program development, faculty development, and support for faculty and staff, enabling equitable opportunity and academic goal attainment for students, including initiatives promoting affordability and equity of instructional materials.

SUPERVISES/LEADS: Assigned District staff and personnel.

REPRESENTATIVE 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. In collaboration with the colleges, designs, recommends, and implements a strategic distance learning plan through research and data analyses of enrollment issues, pedagogy, trends, and models, designed to increase student access and success, and reduce equity gaps.
2. In collaboration with colleges' student services, provides leadership and guidance to develop a comprehensive service delivery philosophy and operating model to ensure accessible delivery of student services for students.
3. Develops and implements culturally responsive, flexible, and inclusive learning program operations that support access and equitable student outcomes by promoting accessible design and use of technology in all learning modalities.
4. Compiles, analyzes, interprets, and presents data on distance learning to various stakeholders to support enrollment management, assist with forecasting, and support achievement of learning outcomes.
5. In collaboration with colleges, coordinates and supports initiatives promoting affordability and equity of instructional materials, including utilization of Open Educational Resources (OER), Zero Textbook Cost (ZTC), and Low Textbook Cost (LTC).
6. Coordinates with District marketing and relevant college stakeholders to produce a comprehensive, effective, and efficient marketing and outreach plan for distance learning and ZTC pathways.
7. In collaboration with the colleges' and District's Distance Education Committees and Academic Senates, develops and implements online and hybrid instructor certification.

8. Coordinates with IT to align technology needs of students and faculty; ensures currency of the Learning Management System (LMS) through ongoing research and evaluation of tools, participation in professional networks, and feedback from users.
9. Maintains the daily operations of District Distance Learning in accordance with District policies, legal requirements, and sound educational principles and practices.
10. Develops, oversees, analyzes, and makes budget decisions in alignment with District strategy, values, and priorities; forecasts funds needed for staffing, equipment, materials, and supplies, and assumes institutional authority for applicable grants, contracts, and technology.
11. Ensures institutional compliance with applicable federal, state, District, and accreditation standards, policies, and regulations related to distance education; evaluates and communicates the impact of potential legal or regulatory changes to the District and colleges.
12. Works collaboratively with RCCD shared governance bodies, academic affairs, student services, administrative services, and other college and District entities to implement and maintain an effective distance learning structure and program.
13. Participates in district Curriculum Committee meetings to assist with issues of course and program development as related to distance learning and OER degree pathways.
14. Collaborates and coordinates with the college Distance Education Committees (DEC); introduces, evaluates, and integrates educational technologies in support of excellence in teaching and learning in all delivery formats.
15. Facilitates and supports colleges in the California Virtual Classroom – Online Education Initiative (CVC-OEI) participation and/or similar programs.
16. Delivers presentations and disseminates information about distance learning Districtwide; monitors and oversees updates to the Distance Learning website.
17. Manages the program review, planning, and assessment of Distance Learning and contributes to Educational Services and Strategic Planning program review and five-year plan.
18. Maintains currency on topics, research, and practices pertaining to distance learning and the areas of responsibility for this position through continued study, participation in professional organizations/development, and participation in statewide seminars, workshops, and conferences.
19. Participates in local, regional, and state activities to promote Riverside Community College District and Distance Learning.
20. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge Of:

1. Various learning modalities, methods, and best practices in teaching and learning, including culturally responsive and inclusive pedagogy and practices.
2. Planning and developing instructional programs using a variety of delivery modes.
3. Guidelines and practices for improving instructional programs.
4. Universal design and accessibility.
5. Learning technologies and support strategies.
6. Program development, budgeting, and management.
7. Policy and procedure development and administration.

8. Public education and higher education principles and practices.
9. Applicable local, state, and federal laws, codes, rules, and regulations.
10. Health, safety, and emergency preparation, business and operational continuity, and response.

Ability To:

1. Provide strategic leadership and management.
2. Communicate information, plans, and goals effectively to a variety of audiences.
3. Critically interpret data and apply it to responsible decision-making in alignment with academic priorities.

Education and Experience: A master's degree from a regionally accredited institution in a discipline applicable to community college instruction, and: four (4) years of college teaching experience, including two (2) years teaching online; and three (3) years in a management and/or senior level leadership position in a post-secondary educational institution demonstrating knowledge and experience in distance learning program implementation.

An earned doctorate degree preferred.

Licenses/Certifications Required: None.

CONTACTS: Administrators, faculty, staff, students, vendors, governmental agencies, external educational institutions, state chancellor's office personnel, and community members.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff, and the community (E.C. 87360a).

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.