

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Director, Open Campus

**BASIC FUNCTION:** Under the supervision of the area administrator, responsible for the coordination of the district's distance education program, maintenance of the district's distance education learning management system (LMS), distribution of on-line based learning courses (synchronous and asynchronous), and online-based course technology training for instructors. Provide consultation and resources for improving distance education teaching and online pedagogy, including instructional design, innovative tools for online student learning, and best practices in distance education.

**SUPERVISORY RESPONSIBILITIES:** Supervises assigned staff.

**REPRESENTATIVE DUTIES:**

1. Collaborate with the district and the colleges in reviewing, developing, and implementing the district's policy on distance education.
2. Ensure compliance with state and federal regulations on distance education (e.g., online instruction, correspondence education, state authorization, etc.).
3. Ensure compliance with licensing and copyright laws and applicable regulations. Monitor conformity to applicable regulations.
4. Review and monitor the district's compliance with Accreditation Commission for Community and Junior Colleges (ACCJC) policies related to distance education (50% online threshold for degrees and certificates) and state authentication.
5. Evaluate the efficacy of the Online Faculty Academy training modules and ensure continuous improvement. Coordinate with the colleges to ensure new distance education faculty participate in required training and professional development (currently the Online Blackboard Academy).
6. Collaborate with the colleges to design and deliver professional development and online training opportunities for faculty, including, but not limited to, online faculty mentors, tutoring, supplemental instruction and other learning support and student support services.
7. Coordinate materials and information exchange with the district, colleges, and state chancellor's office related to distance education.
8. Oversee and share with colleges data from Online Skills Workshop (OSW) to monitor number of students who complete OSW and subsequently enroll in distance education courses.
9. Review proposed distance education courses to ensure Section 508 compliance and regular and effective contact. (Title 5, 55200, 55204)
10. Identify new opportunities in delivery and distribution of distance education courses.
11. Collaborate with the Online Faculty Advisory Committee and the colleges on LMS functions and features, software applications, learning support resources, instructional design, and the evaluation of distance education initiatives and strategies.
12. Advise the district and colleges on issues related to distance education at the state and federal level.
13. Prepare reports, presentations, and annual Fact Book data related to Open Campus and distance education.
14. Monitor and oversee updates to the Open Campus website.
15. Manage the program review, planning, and assessment of Open Campus services and training.
16. Deliver presentations and disseminate information about Open Campus and distance education to the community at large.

17. Maintain currency on topics, research, and practices pertaining to distance education and the areas of responsibility for this position through continued study, participation in professional organizations, and participation in state-wide seminars, workshops, and conferences.
18. Participate in local, regional, and state activities to promote Riverside Community College District, Open Campus, and distance education.
19. Participate in District-provided and external professional development opportunities related to the position.
20. Serve as a member of the Management Leadership Association.
21. Perform other duties as assigned.

**EDUCATION:** Master's degree from a regionally accredited institution in a discipline applicable to community college instruction, with a preference for a degree or course work related to instructional technology.

**EXPERIENCE:** Must possess at least five years of leadership experience managing online-based course distribution or delivery in a large, complex organization. Expertise in online teaching and learning support resources is required. Experience teaching online in higher education is preferred.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** State and federal regulations and accreditation standards related to distance education; various distance education platforms (learning management systems), in particular Blackboard; basic computer skills.

**ABILITY TO:** Communicate effectively with faculty, staff, and administrators; develop distance education training, regularly assess its effectiveness, and improve training as appropriate; create and deliver presentations for a variety of audiences; research, interpret, apply and collaborate with colleges on effective strategies in distance education; use computer and word processing software.

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

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

**WORKING CONDITIONS:** Normal office environment.

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, contact (951) 222-8039.