



West Kern Community College District

Human Resources

29 Cougar Court

Taft, CA 93268

661-763-7805

www.taftcollege.edu

Administrative Employment Opportunity www.taftcollege.edu

Application Deadline: Open until filled, priority consideration date of October 12, 2018

Distance Education Director

GENERAL INFORMATION

Taft College is a single-campus district in Kern County. Taft is located in the foothills at the southwestern edge of the San Joaquin Valley just 35 minutes west of Bakersfield, two hours north of Los Angeles and two hours from California's central coast. The Taft area is home to 18,000 residents and numerous companies who enjoy friendly neighbors, temperate climates and bustling economy. Cultural and recreational opportunities include the West Kern Oil Museum, Carrizo Plain National Monument, Tule Elk State Reserve and the Buena Vista Aquatic area. Residents enjoy a reasonable cost of living along with affordable housing and good schools.

The College is a designated Hispanic Serving Institution (HSI) with unique programs in Energy Technology, Engineering, Dental Hygiene and STEM-related disciplines. Taft College's Full Time Equivalent Students are over 2,600 with an average class size of 20. The District has a diverse student body that is 55.9% Hispanic, 31.6% White, 6.2% Black, 2.2% Mixed Race, 1.7% Asian, 1.1% Filipino, 0.7% Native American, 0.4% Unknown and 0.3% Pacific Islander.

The College has 60 full-time faculty, 90 adjunct faculty, 137 classified staff, 24 classified administrators and 7 certificated administrators.

GENERAL RESPONSIBILITIES

Under the direction of the Vice President of Instruction, the Distance Education Coordinator will oversee staff in daily Distance Education operations to ensure a safe, nurturing developmentally enriching environment. Hire, train, set expectations and evaluate full time, part time, temporary and student workers. Interpret and explain policies to staff as needed.

PRIMARY DUTIES OF THE POSITION

The duties listed below are intended only as illustrations of the various types of work that may be performed.

- Facilitate the instructional design and development of projects in support of distance education offerings,
- Provide leadership in promoting effective distance education pedagogies at the college,
- Lead campus efforts to align the college's distance education offerings with guidelines related to accreditation,
- Coordinate the District's distance education offerings in accordance with state Title V and Chancellor's Office regulations,

Equal Employment Opportunity

District is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. The District will strive to achieve a workforce that is welcoming to men, women, persons with disabilities, and individuals from all ethnic and other groups to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy, and free expression of ideas.

Application materials are available in the HR Department, on the TC website under Jobs and EdJOIN.

Website:

www.taftcollege.edu

Human Resources Department

Hours:

Monday-Friday

8:00 a.m. - 4:30 p.m.

- Develop and conduct ongoing training and professional development opportunities for faculty in instructional design, strategies, and pedagogies for distance education,
- Research emerging trends in instructional technologies, distance education initiatives, web-based course management technologies, and products and services related to the delivery of distance education,
- Attend and deliver ongoing training on best practices for successful delivery of distance education courses and support services,
- Oversee the courses offered through agreements with the area prisons,
- Act as liaison to the OEI initiative,
- Coordinate meetings of the Distance Education Committee to provide leadership in the development of online instructional programs and faculty training/professional development,
- Regularly attend meetings of the Curriculum and General Education Committee, Technical Review Committee, Information Technology Committee, and the Professional Development Committee, and others as needed,
- Work collaboratively with faculty, staff, and students to ensure that current and future distance education activities meet student and community needs,
- Work collaboratively with IT staff to identify, integrate, and assess technical requirements for effective distance education delivery,
- Participate in state-wide meetings and initiatives related to distance education,
- Write and review self-study documents for accreditation for the distance education program,
- Plan and evaluate the performance of assigned staff; establish performance requirements and personal development targets; monitor performance and provide coaching for performance improvement and development,
- Direct the scheduling of the college's internet-based offerings in consultation with the academic divisions,
- Develop and monitor budgets for assigned programs and grants, and
- Perform other related duties as required.

MINIMUM QUALIFICATIONS

- Master's degree
- Two years of experience teaching in a post-secondary online environment
- Two years of work experience to include instructional design, curriculum development, online course development
- Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students

DESIRABLE QUALIFICATIONS

- Master's degree in Educational Technology, Information Technology, Instructional Design, or related field
- Supervision within a union environment preferred

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>

HEALTH AND WELFARE BENEFITS

The District provides excellent coverage in health, dental, vision and life insurance for the employee, spouse, and dependents. The District and the employee contribute to the State Teachers Retirement System or the California Public Employees Retirement System. Additional types of insurance may be purchased with pre-tax dollars through the IRS 125 flexible benefit program.

ANTICIPATED START DATE

The anticipated start date is negotiable.

APPLICATION DEADLINE

To be assured full consideration, complete application packets should be in the Human Resources Department by **4:00 p.m. on Friday, October 12, 2018**. Application materials must be mailed, hand delivered, or e-mailed. All application packets that are complete at that time will be forwarded to the screening committee. Incomplete applications may not be reviewed.

APPLICATION PROCESS

To be considered for review, applicants must submit the following application materials:

1. A District Management application or EdJOIN online management application. *Please complete all sections; stating "See letter and/or resume" is not acceptable.*
2. A cover letter outlining your education and experience related to this position.
3. A current resume.
4. Complete transcripts of all lower and upper division and graduate level college/university course work (need not be official).

Application forms may be obtained from www.taftcollege.edu and online applications are also accepted through EdJOIN.org.

Send all application materials to: Taft College Human Resources Department
29 Cougar Court
Taft, CA 93268
Telephone: 661-763-7805
Email: tcjobs@taftcollege.edu

Current employees must provide documentation and materials in the same manner and degree of detail as any other applicant.

COMPENSATION

Grade 14 on the Management Salary Schedule/ Exempt. The salary range for the position is negotiable commensurate with qualifications and experience. The District provides excellent healthcare benefits including dental and vision coverage for employee and dependents. Additionally, life insurance is included for the employee.

SUPERVISION

Direction is received from Vice President of Instruction.

HOURS & TERMS OF EMPLOYMENT

40 hours per week, 12 months per year. Will require evening hours throughout the year.

CONDITIONS OF EMPLOYMENT

Employment with Taft College is not complete or official until applicants meet all pre-employment requirements. Candidates with foreign degrees must provide official certification of equivalency to U.S. degrees by a recognized U.S. credential evaluation service. Offers of employment are contingent upon Board of Trustees approval. All new employees are required to submit official transcripts, proof of freedom from tuberculosis, and proof of eligibility to work in the United States. Employees must sign an Oath of Office and submit fingerprints for CA Department of Justice clearance. Possess a current CA driver license. Taft College reserves the right to modify or rescind this job announcement at any time.

INTERVIEW

A candidate selected for an interview will be required to visit Taft College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

MISSION STATEMENT

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through career technical education, transfer programs, foundational programs, and student support services. Taft College provides an equitable environment defined by applied knowledge leading to students' achievement of their educational goals.

Applicants who are protected under the Americans with Disabilities Act and who, are due to a Disability, require accommodations for completing the application process, testing, (if required for the position), or the interview, should notify the Human Resources Department 10 working days before the accommodation is required.