

**Dean, Distance Education and Learning Support  
Services (DE & LSS)  
Barstow Community College District  
JOB DESCRIPTION**

## **Definition**

Under the direct supervision of the Vice President, Academic Affairs, the Dean of Distance Education and Learning Support Services (DE & LSS) manages and coordinates distance education and learning support services at Barstow Community College. Primary responsibilities include: leading and facilitating the development, implementation, and evaluation of distance education courses and programs; marketing; online enrollment management; supervising proctoring, testing services; supervise the management of library services. The position provides training to assist faculty and staff with incorporating instructional design principles that reflect current learning theory and effectively employing technology to ensure sustained academic integrity and continual improvement of the student learning environment related to student success.

## **Examples of Duties**

1. Promote development and implementation of policies, procedures, and standards of effective delivery of distance education.
2. In collaboration with faculty, build the online, interactive television (iTV), and hybrid offerings for class schedules.
3. Coordinate physical resources; assign and supervise support staff; respond to problems related to distance learning as needed; and communicate with faculty, staff, and students regarding instructional stoppages or other problems.
4. Participate in an on-going planning process that includes specific objectives, activities, and time frames; assist in the development of the distance learning annual budget; develop annual goals and action plans.
5. Collaborate with student services, department Deans, campus bookstore, Learning Assistance Center(s), and Public Relations, Communications & Marketing Director to address various student information, advising, and learning in support of student success and equity.
6. Lead the distance education staff in providing training for instructors in the use of distance education technologies, methods, and procedures.

7. Coordinate with faculty and staff in providing distance education training for students to prepare them to be successful in distance education.
8. Assist faculty in ensuring courses offered through distance education meet the overall educational standards of the institution.
9. Participate in the faculty evaluation process where appropriate.
10. Supervise distance education staff in designing and implementing processes for reviewing and evaluating distance education courses for instructional effectiveness and assist faculty with effective course design that reflects principles of learning theory.
11. Serve as the college distance education primary contact for the college to the California Community College Chancellor's Office, as well as to other external organizations such as the California Virtual Campus @ONE, CCCConfer; provide accurate and appropriate information for internal and external reports; and oversee the maintenance of distance learning records and files.
12. Remain current with regional and national developments in distance education and update faculty and staff on these developments through classes, workshops, and one-on-one training as appropriate.
13. Ensure compliance with college, state, and federal codes, guidelines, and policies, including accreditation standards, copyright and intellectual property rights, and Section 508 compliance of the Americans with Disabilities Act (ADA).
14. Supervise distance education and learning support staff, including set priorities, direct workflow, and conduct employee evaluations.
15. Supervise Librarian and Library Staff in providing library and research services to students.
16. Supervise student testing, placement testing, and proctoring services. Manage the computer lab facilities.
17. Lead the College's efforts in improving online tutoring in coordination with programs initiated by the Chancellor's Office.
18. Identify, write, and administer grant and revenue generating proposals consistent with college and district strategic plans. Manage the college's Online Education Initiative.

19. Supervise Distance Education staff and coordinate with Student Services to expand student access to online courses through an innovative common online learning environment and by providing support for course improvements aligned with common quality standards.
20. Assist with the analysis of technology-enabled student services to support distance education students.
21. Attend a variety of meetings and serve on assigned committees.
22. Perform related duties as assigned.

## Qualifications

### Minimum

- Master's degree, in Instructional Design, Instructional Technology, or Educational Technology, or equivalent.
- Three years demonstrated progressively responsible leadership and supervisory roles in an educational setting.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Current issues, trends, and best practices in distance education.
- Modes of distance delivery, including online, interactive television (iTV), hybrid, and video conferencing.
- Recent developments in distance education technologies.
- Effective instructional design principles.
- Section 508 compliance standards for distance education.
- Matriculation procedures.
- Mission of California Community Colleges.

### Ability to:

- Communicate effectively both orally and in writing.
- Work effectively with students, faculty, staff, and industry.

- Work effectively with representatives of educational agencies, business, government, and the community-at-large in the identification, development, and implementation of distance education courses and programs.
- Demonstrate computer competence.
- Demonstrate leadership abilities.
- Apply policies and procedures consistently and correctly.
- Demonstrate sensitivity in working with people of diverse racial, ethnic, and socioeconomic backgrounds, as was as those with disabilities.
- Demonstrated ability to use initiative and resourcefulness in problem-solving.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
2	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator position, Range 17. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services programs of the District.

Board Approved 12/16/15