



**DEAN, FOOTHILL ONLINE LEARNING**

**DEPARTMENT:** Foothill Online Learning

**COLLEGE:** Foothill

**SALARY GRADE:** [A2/A3 - I](#)

**POSITION PURPOSE:**

Reporting to the Vice President of Instruction and Institutional Research, responsible for the Foothill Global Access Center. Provide leadership, mentoring and daily technical and other instructional support to faculty; ensure the effective delivery of online and mediated learning courses. Develop new markets for distance learning and coordinate quality delivery of online, hybrid, and web-assisted classes and online student services. Partner with other institutions to leverage technological and educational resources, support services, and program offerings to students.

**NATURE and SCOPE:**

**KEY DUTIES and RESPONSIBILITIES:**

The following duties and responsibilities are typical but not limited to the following:

1. Develop new degree and certificate programs offered through distance learning in cooperation with faculty, divisions, and the College Curriculum committee.
2. Develop, manage and facilitate the training of faculty and staff in the use of technology for, or in support of, distance and internet-mediated instruction in cooperation with staff development, and other professional organizations and programs.
3. Develop new markets for distance learning degree and certificate programs in cooperation with external organizations.
4. Identify, review and evaluate available online courses and educational materials with faculty experts for pedagogical soundness, instructional integrity and accessibility in accordance with District and College standards and criteria.
5. Coordinate the development of partnerships and articulation agreement with other accredited institutions in the area of distance learning that are of potential benefit to students.
6. Hire, train, supervise and evaluate the Foothill Global Access Center distance learning operations and staff.
7. Promote the development and implementation of policies, procedures, standards, criteria and collective bargaining agreement language, which support the effective delivery of instruction and student services at a distance.
8. Review and evaluate on-going distance learning courses and programs for instructional effectiveness and student satisfaction in coordination with faculty, Divisions, and support services.
9. Ensure that programs and courses delivered, and the operation of distance learning delivery systems, are in compliance with college, state and federal codes, guidelines and policies; lobby for changes in policies and code as appropriate.
10. Monitor the growth of the Foothill College Access Center in terms of student enrollments, faculty involvement, and its impact on success, and make appropriate recommendations for policies, and technological and support infrastructures.

11. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge:**

1. Knowledge of multi-media applications to design content for the Internet, video, and other distance learning technologies.
2. Knowledge and understanding of internet-based technologies, internet standards and related specifications, admin and registration of software and systems integration issues, networking, server administration issues, and ability to quickly learn admin tools which will assist in the maintenance and troubleshooting of distance learning systems.
3. Knowledge of principles of learning theory, interface design, multimedia programming, video production, and instructional design.
4. Knowledge of accessibility guidelines as they pertain to online learning.

### **Skills and Abilities:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Ability to develop standards that assure quality online learning.
3. Ability to be innovative in planning, developing, and producing quality instruction and support services delivered via technology.
4. Ability to communicate effectively and persuasively, and relate well with staff and students of diverse backgrounds.
5. Willingness and ability to learn administrative tools, software, web-based applications, and programming commands as needed to assist in the management, maintenance, trouble-shooting, and system administration of distance learning systems and processes.
6. Ability to identify, write and administer grant proposals for distance and mediated learning activities

### **Education and Experience:**

1. Master's degree in any discipline.
2. One year of administrative experience, formal training, internship or leadership in any related field.
3. Three years of successful work experience in learning technologies in higher education, including one year in program management, and two years in the delivery and support of online learning.

### **Licenses and Certifications:**

1. Etudes certification preferred.

## **WORKING CONDITIONS:**

### **Environment:**

1. Typical office environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.

3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: October 2005; Revised: August 2014

Ed Code: H-10

Creditable Service: STRS