



**DISTANCE LEARNING CENTER SUPERVISOR**

**SALARY GRADE:** [C4-61](#)

**DEFINITION:**

Under the direction of an assigned supervisor, provide overall direction and guidance for operations, problem-solving, and decision-making regarding the Distance and Extended Learning Program at De Anza College; provide work direction and guidance to other program personnel; evaluate assigned personnel; establish and monitor program budgets.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Provide overall direction and guidance to the day-to-day operations, problem solving and decision-making regarding the Distance and Extended Learning Program; implement program policies and directives according to District, federal or State guidelines.
2. Supervise and coordinate the delivery of video and Internet based Distance Education courses for the college; supervise and coordinate all the technical specifications required for video broadcast and Internet based course delivery.
3. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
9. Plan and coordinate in collaboration with Division Deans, Department Schedulers, and the Scheduling Coordinator the scheduling of all courses offered through the Distance Learning Center.
10. Research, maintain, modify, and improve technological delivery systems and methods and operations for the departmental database and program.
11. Organize and facilitate meetings regarding Distance Learning classes and topics between administrators, faculty, staff, and students.
12. Collaborate with Pre-Curriculum Committee and Curriculum Co-Chairs to verify that Distance Learning sections of Curriculum proposals meet the appropriate technological criteria/requirements.

13. Keep current and research emerging trends in the field, including software available for distance learning courses; make recommendations for purchase of software and equipment to administration.
14. Coordinate the annual data collection and preparation of Distance Learning Mid-Term accreditation report; prepare reports to the California Community College Chancellor's Office; prepare other relevant reports.
15. Disseminate Distance Learning information to the campus community.
16. Coordinate and organize Distance Learning course training for faculty and staff.
17. Assist in the development of department budget; monitor and approve expenditures according to established guidelines.
18. Establish and maintain communication with other Distance Learning Centers throughout the country; promote the Distance Learning program through membership in appropriate organizations; attend meetings and conferences regarding Distance Learning delivery methods.
19. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Planning and coordinating the day-to-day activities of a video and Internet based Distance Learning program.
2. Policies, objectives and goals of a Distance Learning program
3. Instructional technologies relevant to video and Internet based course delivery.
4. Course management systems.
5. Development and presentation of programs and workshops.
6. Applicable laws, codes, regulations, policies and procedures related to assigned program.
7. Budget monitoring and control.
8. Oral and written communication skills.
9. Principles of and practices of supervision and training.
10. Interpersonal skills using tact, patience, and courtesy.

##### **Ability to:**

1. Demonstrate 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. Provide overall direction and guidance to the operations, problem solving and decision-making regarding the program.
3. Implement program policies and guidelines.
4. Provide for program reporting and accountability.
5. Prepare comprehensive program reports and reviews.
6. Interpret, apply and explain rules, regulations, policies, and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Make public speaking presentations.

##### **Education and Experience**

Any combination equivalent to:

1. Bachelor's degree in a related field.
2. Five (5) years related work experience.

**WORKING CONDITIONS:**

**Environment:**

1. Office environment.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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