



FOOTHILL-DE ANZA
Community College District

Office of Human Resources and Equal Opportunity Administrator Job Description

EXECUTIVE DIRECTOR, CALIFORNIA COMMUNITY COLLEGES (CCC) ONLINE EDUCATION INITIATIVE (OEI)

DEPARTMENT:

COLLEGE: Foothill-De Anza Community College District and Butte College

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

POSITION PURPOSE:

Reporting to the California Community Colleges (CCC) Online Education Initiative (OEI) Executive Sponsors, this position serves as the lead innovator and visionary for the development, implementation and continual improvement of the California Community Colleges Online Education Ecosystem (OEE) designed to anticipate, meet and exceed the needs of California Community College student to access and complete a high-quality, affordable CCC education in a fully developed, integrated, coordinated and supported Online Education Environment that integrates the instructional practices, support systems, technology platforms, funding structures, of individual community college districts. The OEI Executive Director provides leadership to the OEI management team; develops the budget; assures integration of activities and components of the OEI; guides the steering committees, and task forces; and interacts with the governance structure.

NATURE and SCOPE:

This position is responsible for all aspects (planning, budgeting, hiring and overseeing all components, projects, services, and staff) of the planning and implementation of the CCC OEI Program. The Executive Director will ensure scalable growth for the Online Education Consortium Colleges. In addition, the Executive Director will work with key coalitions to achieve specific educational outcomes, incorporate new tools as they become available.

The OEI Executive Director serves as the chief executive providing the vision and leadership for this statewide initiative and will lead a team of professionals and support staff to design and develop the Online Education Ecosystem (OEE), build partner relations, advance appropriate legislation, acquire supporting resources, and deliver outcomes commensurate with the objectives and activities stated in the OEI Work Plan.

The Executive Director leads the management team including the Chief Academic Affairs Officer, Chief Student Services Officer, Director of Strategic Planning and Operations, Director of Outreach and Communications, and other OEI Project Staff.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provide strategic leadership for the design, development, and implementation of the Online Education Ecosystem using advanced technologies and instructional design.
2. Act as chief promoter, internally and externally, fostering and developing engagement with partners, enthusiasm within the employee groups, constituency group partners, and develop sponsorship for supporting legislation and regulation where necessary.
3. Be the public face of the initiative for communications, media, and technology development; respond to media inquiries, make presentations, develop public relations and constituency support; work with diverse constituencies, including media and legislative governments, to enhance methods to support the establishment of effective outcomes.
4. Facilitate the creation of the Online Education Consortium, build statewide collaboration for the initiative; develop partner relations with other providers and districts, incorporate partner competencies, build integrated leadership and support.

5. Monitor progress, make adjustments as needed and deliver outcomes consistent with established objectives and activities in the OEI Work Plan.
6. Ensure future oriented vision and decision-making; encourage and demand the best academic, technological and people solutions.
7. Coordinate and facilitate the growth and expansion of online programs; lead and facilitate the development and implementation of online program courses in collaboration with faculty, program staff, administrators, and contractors.
8. Ensure integration of all components of the OEI consistent with program objectives.
9. Participate in program evaluation and dissemination of the results.
10. Develop an outstanding User Experience in the Online Education Ecosystem for an ever-increasing number of students and potential students.
11. Implement, monitor, support and adapt the program; build marketing and outreach capabilities.
12. Effectively collaborate with campus and other stakeholders to develop offerings that will improve student access and success in California Higher Education.
13. Support and implement the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
14. Ensure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentations and requiring employees to receive mandated training.
15. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Statistical analysis, program planning, and trend projection.
2. State and federal compliance issues and regulations for distance education.
3. Working knowledge of all applicable laws, regulations, guidelines, and collective bargaining agreements, OSHA regulations, Title V, and Education Code and other regulatory issues and compliance concerns.
4. Current and developing educational technology emphasizing online courses.
5. Accessibility issues; ability to design, implement and adapt.
6. Computers, commonly used software and communication media.
7. District policies and procedures.
8. Personnel management.
9. Current technologies to improve delivery of services.
10. Mission and goals of California Community Colleges.
11. Principles of leadership, management, and supervision.
12. Standards and practices of higher education organization and structure.
13. Marketing technologies and approaches.

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. Implement innovative academic programs, online programs, and services.
3. Communicate clearly and effectively both orally and in writing.
4. Effectively interact with a wide variety of stakeholders.

5. Communicate with the press and media.
6. Communicate with government officials and legislators.
7. Convey passion for the vision, motivate and develop teams.
8. Inspire a high level of commitment and performance and build consensus among the management team.
9. Encourage innovation and positive change.
10. Create a culture of respect for diversity and inclusiveness.
11. Manage large complex project in complex organizational structure using virtual technologies.
12. Proven leadership, management and decision-making.
13. Experience working to build a consensus among diverse constituencies.
14. Manage and track the progress of a complex, diverse, large-scale project.

Education and Experience:

1. Master's Degree related to higher education, instructional technology, learning theory, curriculum, or related fields of study.
2. Five (5) to seven (7) years of progressively responsible leadership experience in the creation and administration of innovative academic programming, particularly with online components.
3. Proven track record managing teams in collaborative endeavors.
4. Experience with start up programs, projects or businesses.
5. Experience developing online education programs or related support projects.
6. Personnel management experience.
7. Organizational management experience at the executive level.

Preferred Qualifications:

1. Doctorate degree related to higher education, instructional technology, learning theory, curriculum, or related fields of study.
2. Comprehensive expertise in online learning, online business models, instructional design, faculty development, content management, curriculum development, industry best standards, infrastructure development, and legal requirements.
3. Experience in a California Higher Education environment.
4. Experience working with governmental agencies and legislators.
5. Experience in managing large, complex organizations.
6. Experience providing statewide organizational leadership.
7. Have a background in student services, faculty, administrative, or other academic-related position.

WORKING CONDITIONS:

Environment:

1. Typical office environment including mobile and connected interactions.

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: February 2014

Ed Code: H-11

Creditable Service: PERS