CHIEF PROFESSIONAL DEVELOPMENT OFFICER
FOR THE ONLINE EDUCATION INITIATIVE (OEI) PROGRAM

DEPARTMENT: Technology
COLLEGE: Central Services
SALARY GRADE: A2/A3 - L

POSITION PURPOSE:

Reporting to the Online Education Initiative (OEI) Executive Director, the Chief Professional Development Officer (CPDO) coordinates with the OEI Management Team and the Director, Telecommunications-Grants, Palomar College on matters pertaining to organized training activities for faculty and staff related to online teaching, instructional technology to enhance teaching and learning, and the achievement of program objectives. The CPDO coordinates the development and implementation of quality online course design standards in consultation with system stakeholder groups. This position will oversee professional development activities of the OEI, CCCTechConnect, and assist with the professional development components of other statewide projects as determined to be needed by the Chancellor's Office for the California Community Colleges. The CPDO will collaborate with all members of the OEI management, CCCTechConnect Management, and participating Consortium colleges in items related to quality online course offerings and training efforts within the project and to provide system-wide Technology Training for Faculty and Staff.

NATURE and SCOPE:

The Chief Professional Development Officer is responsible for providing leadership and vision to guide the design and development of remotely delivered courses and guide the professional development activities for faculty and staff in order to establish a student learning environment that facilitates success.

A primary goal is to increase the number of Associate Degree for Transfer options.

KEY DUTIES and RESPONSIBILITIES:

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

1. Oversee the development and delivery of system-wide free or low cost professional development, including: an Online Teaching Certification program, online courses, desktop webinars, and on-site workshops and professional development events.

2. Provide leadership and direction of the OEI professional development activities for statewide teams, committees, and work groups.

3. Conduct environmental scans and needs assessments to determine functionality required to meet the needs of a rapidly developing professional development program that emphasizes effective online teaching and quality online course design.

4. Collaborate with research partners in the assessment and evaluation of professional development activities and services.

5. Collaborate with OEI Academic Affairs, Student Services, and Technology teams and committees to manage functional development of professional development activities and services.

6. Collaborate with CCC TTIP South Program in the design and implementation of a professional development repository/clearing house that serves the needs of the OEI.

7. Develop a roadmap for the development, deployment, maintenance, evaluation, and improvement of online professional development activities that include online teaching, course design, and project orientation.

8. Plan, organize and direct: delivery and implementation of @One training, resources, and support services outreach activities for @One training, resources, and support services; work closely with college personnel to establish strategies, targets and methods; communicate information on products to faculty and staff at a variety of state conferences and to other interest groups as needed.

9. Oversee a diverse work team for the @ONE grant, including personnel at Palomar College and contract personnel throughout the state.

10. Collaborate with the OEI Technology team to develop and test the usability of the Common Course Management System and other digital tools and platforms developed within the initiative.

11. Collaborate with the OEI Academic Affairs and Student Support teams to develop and implement project components as Student Support Tools and Services that are integrated into the Student Portal and other statewide technology services.

12. Collaborate with CCC TTIP South Program, @ONE, and the Community College Technology Center to track progress and maintain accurate records for course review activities and professional efforts across the initiative.

13. Coordinate outreach efforts to faculty and staff in the California Community College system to schedule and participate in @One training, providing resources and support as required.

14. Conduct regular staff meetings to communicate plans and objectives; ensure proper coordination of activities between colleges and @ONE trainers.

15. Prepare project budgets including costs and staffing needs; monitor actual-to-projected expenditures; approve purchases necessary for the successful performance of the assigned project, including equipment and supplies; and make adjustments as necessary with the approval of the Director's Supervisor and System Office Project Monitor.

16. Coordinate with other System Projects as needed, including 3C Media Solutions, California Virtual Campus Project, and the CCC Technology Center.

17. Assist in the planning and coordination of the Online Teaching Conference.

18. Collaborate with CCC Chancellor's Office and other stakeholders to ensure all procedures and processes related to professional development are in full compliance with all federal and state statutes and regulations.

19. Utilize the expertise of the High Tech Center Training Unit to ensure that universal design standards and accessibility features are addressed in the design and implementation of the online course design standards, course review, and other professional development activities of the OEI.

20. Collaborate with the Academic Senate for the California Community Colleges (ASCCC), the OEI Steering Committee, and appropriate members of the other CCC statewide projects as needed.

21. Perform other duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Distance education laws, regulations and guidelines that effect methodology and implementation of online course delivery in the California Community College System.
2. Chancellor's Office policies and procedures, Foothill-De Anza Community College District resources, programs and services.

3. Knowledge of Chancellor's Office policies and procedures regarding administration of grant programs; Familiarity with Foothill-De Anza Community College District and Palomar CCD administrative and fiscal policies and processes.
4. Student learning outcomes development and assessment as related to course design.
5. ASCCC policies and recommendations regarding the development and delivery of online courses and professional development for faculty.

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 relate one's own online teaching experience to the experience of a diverse population of online teaching faculty.
3. Ability to effectively conduct workshops and online professional development activities for CCC faculty and staff.
4. 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.
5. Ability to bring individuals with various priorities to consensus to complete project milestones in a timely manner.
6. Communicate effectively both orally and in writing, including complex proposals and presentations.
7. Strong supervisory and decision-making skills.
8. Leadership/Organizational/Time Management/Problem Solving.
9. Budget and finance.
10. Interpersonal relations/communication.
11. Computer hardware and software applications.

Education and Experience:

1. Master's degree in a related field.

Preferred Qualifications:

1. Two years of leadership or administrative management experience in a related area.
2. Five years of professional experience coordinating distance education projects in a community college setting is highly preferred.
3. Five years of online teaching and faculty training experience, preferably in the California Community College system.
4. Experience in leading institutional change.
5. Experience with online course development, teaching/learning, faculty development, managing programs, and/or developing and delivering and designing online courses.
6. Experience with identification of student learning outcomes and assessment.
7. Demonstrated experience with integrated budget and planning, and a data driven program review process.
8. Demonstrated experience managing financial resources with a record of fiscal responsibility and accountability.

WORKING CONDITIONS:

Environment:

1. Remote working 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.

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