



Office of Human Resources and Equal Opportunity Administrator Job Description

DEAN, INSTRUCTIONAL TECHNOLOGY

DEPARTMENT: Foothill Online Learning

COLLEGE: Foothill

SALARY GRADE: A2/A3 - K

POSITION PURPOSE:

Reporting to the Vice President of Instruction and Institutional Research, the Dean will manage instructional technology planning, operations, coordination, software, equipment, tools, training, and technology support necessary for delivery of online education to increase educational access and success. Responsible for vision, organizational leadership, strategic direction, and management for technology-enhanced instruction in support of the Foothill Online Learning department, campus instructional technology, and campus-wide technology professional development. Responsible for leadership, mentoring, and daily technical and other instructional support to faculty to ensure the effective delivery of online and technology-mediated learning courses. Develop new markets for distance learning and coordinate quality delivery of online, hybrid, and web-enhanced classes, OEI state courses, and online student services. Partner with other institutions to leverage technological and educational resources, support services, and program offerings to students.

KEY DUTIES and RESPONSIBILITIES:

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

1. Provide leadership and vision in planning, direction, of coordination of technological services to support instructional divisions and student services.
2. Support the development of new degree and certificate programs offered through online learning in cooperation with faculty, divisions, and the College Curriculum committee.
3. Plan, develop, manage and facilitate the training of faculty and staff in the use of technology, in support of, internet-mediated instruction and compliance with college, state and federal codes in cooperation with staff development, and other professional organizations and programs.
4. Develop new markets for online learning degree and certificate programs in cooperation with external organizations.
5. Identify, review, and evaluate available online course design and educational materials with faculty experts for pedagogical soundness, instructional integrity, and accessibility in accordance with District and College standards and criteria.
6. Coordinate the development of partnerships and articulation agreement with other accredited institutions in the area of online and technology-enhanced learning that are of potential benefit to students.
7. Hire, train, supervise, and evaluate the Foothill Online Learning online learning operations and staff.
8. Plan for and 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.
9. Facilitate evaluation of on-going online learning courses and programs for instructional effectiveness and student satisfaction in coordination with faculty, Divisions, and support services. Ensure that programs and courses delivered, and the operation of the online learning management 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 and strategically plan collaboratively through the Online Learning Department in terms of student enrollments, faculty involvement, and its impact on success and retention, and make appropriate recommendations for policies, and technological and support infrastructures.
11. Manage multiple budgets and purchasing.
12. Coordinate development and implementation of college master plans for technology and for distance education.
13. Work with vice presidents and deans in order to prepare budget projections and reports.
14. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Knowledge of multi-media applications to design content for the Internet, video, and other online 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 federal and state legal requirements and guidelines that pertain to delivery on online courses such as state authorization requirements and processes, copyright and fair use, and FERPA.
5. Knowledge of Section 508 accessibility guidelines as they pertain to delivery of online learning and course site development.
6. Various district technologies.

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. Strong supervisory skills.

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. Canvas training 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; May 2018; July 2019; February 2024

Ed Code: H-10

Creditable Service: STRS