



**DIRECTOR, PROFESSIONAL DEVELOPMENT
CALIFORNIA VIRTUAL CAMPUS - ONLINE EDUCATION INITIATIVE**

DEPARTMENT: Technology

COLLEGE: Central Services

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

POSITION PURPOSE:

Reporting to the Executive Director, California Virtual Campus – Online Education Initiative (CVC-OEI), the Director of Professional Development provides leadership and coordination for professional development, specifically in the areas of online course/program development and programming; oversees activities of the professional development vendor contract, workplan and goals; develops and manages a budget; supervises project staff, committees, and work groups.

NATURE and SCOPE:

This position is responsible for planning, budgeting, and coordinating program development and implementation with community college districts across the State of California; ensuring compliance with accessibility standards; identifying and developing professional development activities and programming in support of the assigned work plan; collaborating with other CCC initiatives and stakeholders to ensure alignment of systemwide priorities.

A primary goal is providing leadership and vision for the design and development of remotely delivered courses and guiding related professional development and training activities for faculty and staff statewide. This includes coordination with statewide committees and work groups to identify and share effective practices for use of the common LMS and key instructional technologies and initiatives.

This is a grant/contract-funded position, dependent upon ongoing funding. It is a classified administrator position, and it does not have retreat rights to a faculty position; the position is subject to layoff if grant/contract funding is discontinued.

KEY DUTIES and RESPONSIBILITIES:

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

1. Manage contract and workplan related to the development, deployment, evaluation, and improvement of professional development activities that include online teaching, course design and course review.
2. Collaborate with statewide stakeholders and workgroups to identify and assure compliance with accepted curriculum standards for the delivery and evaluation of online instructional course content and support.

3. Conduct environmental scans and needs assessments to determine functionality required to meet the needs of rapidly developing professional development programs that emphasize effective online teaching and quality online course design.
4. Lead screening, selection, and management of key instructional technologies and applications in support of teaching and learning; collaborate on key statewide workgroups to ensure collaboration and consultation of stakeholders.
5. Oversee organizational activities to ensure consistency with the project's vision and mission, including supervision of project staff, personnel, and resources.

EMPLOYMENT STANDARDS

Knowledge:

1. Project management, program planning, and data analysis.
2. State and federal compliance issues and regulations for distance education.
3. Working knowledge of all applicable laws, regulations, guidelines, and contacts, such as California Title V, Education Code, OSHA, ACE, Accreditation standards for distance education, AB1725, positions and guidelines from the Statewide Academic Senate, National standards online course quality and faculty certification
4. Commonly used computer software, communication media, and Learning Management Systems.
5. Budget development, planning, and management.
6. Personnel management.

Skills and Abilities:

1. Understanding of and sensitivity to diversity, equity, inclusion, and accessibility.
2. Communicate effectively both orally and in writing.
3. Ability to relate the theory and practice of online course design/teaching to the experience of a diverse population of faculty.
4. Ability to effectively supervise teams in the development of workshops, courses, and other professional development resources for CCC faculty and staff.
5. Strong project management skills.
6. Proven leadership and management.
7. Ability to manage resources, including personnel, vendor contracts, and budgets.
8. Participation and leadership in complex, multifaceted stakeholder committees and task forces.

Education and Experience:

1. At least two years of leadership or administrative management experience in a related area.

Preferred Qualifications:

1. Experience implementing institutional change, with an eye toward improving equity outcomes.
2. Experience with professional development programs.

3. At least two years of online teaching/faculty experience, preferably in the CCC system.
4. Knowledge of instructional technologies.

WORKING CONDITIONS:

Environment:

1. Remote working environment, including mobile and synchronous/asynchronous interactions, along with regular onsite visits to colleges, conferences, workshops, etc.

Physical Abilities:

1. Hearing and speaking to exchange information in person, in virtual meetings, and on a phone.
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.

Date Approved: 05/06/24

Ed Code: H-10

Creditable Service: STRS