



## Job Description

**JOB TITLE:** Interim Assistant Faculty Coordinator, Distance Learning (DL)

175 Day interim faculty assignment

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under the administrative direction of the Appropriate Area Administrator (AEA), the Interim Distance Learning Assistant Faculty Coordinator will assist the DL Faculty Coordinator in supporting and coordinating the work of the DL Department. Specifically, this position will work closely with the faculty to provide robust support during the time of the COVID-19 pandemic, when all classes will and/or have moved to the online modality. This position will assist and work with the DL Faculty Coordinator and the DL staff in providing leadership and expertise in online instruction. Additionally, this position will assist in developing plans that will best position the Department to support a future that will see more instruction in the online modality even after the pandemic is past.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Interim Distance Learning Assistant Faculty Coordinator must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **REPRESENTATIVE DUTIES**

1. In conjunction with the DL Faculty Coordinator, provide expertise, guidance and leadership in instruction in the online modality.
2. Work one on one with faculty colleagues to assist in preparing for and teaching in the online classroom as well as any unique issues and concerns.
3. In conjunction with the DL Faculty Coordinator, assist with developing future faculty trainings, including development of equity segments/modules within the trainings.
4. Work with the Instructional Designer to identify and address issues pertaining to accessibility.
5. Work with the Instructional Designer, the DL Coordinator and Professional and Organizational Development (POD) to develop and offer faculty trainings in educational technology tools as well as in best practices in online teaching.
6. Work with the DL staff to research, pilot and recommend new educational technology tools that may best serve students.
7. Participate in the online course review process while maintaining equity at the forefront.
8. Work with the DL Faculty Coordinator to assign and coordinate course reviews and feedback to faculty.



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9. Assist with providing coordination between POD and DL related to stipends and course completions.
10. Work as part of the DL team to provide a coordinated approach to supporting the online classroom.
11. Other related duties as assigned.

### **QUALIFICATIONS**

#### **ESSENTIAL:**

1. PT or FT faculty member at Sierra College
2. Must have three (3) years of experience or the equivalent in:
  - Online teaching in higher education
  - Work with educational technology tools
3. Must have successfully gone through online training through Sierra or @One
4. Must have demonstrable knowledge, understanding and commitment to ADA compliance and creating accessible and equitable online course content
5. Must have the ability to work as part of a dynamic team

#### **DESIRABLE:**

- Participation on DLIT
- Experience as an online course reviewer
- Experience as a trainer
- Participation in SOS (Sierra Online Summit)

### **Physical Demands and Working Environment:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.