TEMPORARY SPECIAL PROJECTS DIRECTOR – DISTANCE EDUCATION
CYPRESS COLLEGE
JOB # CCT990
(Temporary Specially-Funded Position)

POSITION: Temporary Special Projects Director – Distance Education (100%)

APPLICATION DEADLINE: September 10, 2014

POSITION START DATE: ASAP

POSITION END DATE: June 30, 2015 - At the discretion of the District, the position may be renewed for the subsequent fiscal year, contingent upon project requirements and continuation of funding.

SALARY: $253.53/Day – Persons employed as Special Project Administrators with an assignment of at least 75% are eligible to participate in the District’s hospital and medical care plan in conjunction with their employment as a Special Project Administrator.

BASIC FUNCTION:
Under the direction of the Dean, Career Technical Education and Economic Development Division, responsible for the development and day-to-day operation of the Distance Education Program.

MAJOR DUTIES AND RESPONSIBILITIES OF POSITION:
• Coordinate the establishment of goals, objectives, and priorities for distance education.
• Oversee the development and manage the Distance Education Plan.
• Work with faculty, staff, deans and college leadership in support of Distance Education Program activities.
• Schedule and perform faculty Blackboard training.
• Serve as the Graphical User Interface (GUI) Administrator; work in the Blackboard environment to configure settings, perform troubleshooting, and ensure that classes, faculty and Blackboard content, student and other operational parameters are available and functioning.
• Provide advanced level technical support for Blackboard; configure, monitor and update the Blackboard building blocks.
• Facilitate updating of the Distance Education Plan; chairs monthly Distance Education Advisory Group meetings.
• Monitor the Distance Education budget.
• Monitor and prepare CCCCCO mandated Distance Education surveys and reporting; ensure 508 compliance.
• Communicate and collaborate with district, community, and statewide entities such as the School of Continuing Education, local high schools, local colleges and universities, and the state chancellor’s office.
• Perform similar and related duties as assigned.

MINIMUM QUALIFICATIONS:
Graduate degree in a related area from a regionally accredited institution AND one year of relevant training, internship, leadership, or management experience, or the equivalent.

DESIABLE QUALIFICATIONS:
• Experience developing and teaching Distance Education courses.
• Experience with online course management systems, specifically the current Blackboard Learn version.
• Knowledge of current issues, trends, technologies, and initiatives related to Distance Education.
• Experience managing budgets.
• Excellent organizational and interpersonal skills.
• Excellent written and oral communication skills.
• Demonstrated commitment and sensitivity to diversity.

APPLICATION PROCEDURE:
Applications may be downloaded at www.nocccd.edu or requested from the Human Resources office by emailing hr@nocccd.edu. Reference Job # CCT990 in all correspondence. All application materials must be submitted with the District Classified/Classified Management Application as a complete package.

A complete application package MUST include the following:
1. Completed District Classified/Classified Management Application.
2. Letter of interest which provides information regarding your background and experience to demonstrate how your knowledge and expertise apply to this position.
3. Resume with emphasis on history of administrative and leadership experience.
4. Undergraduate AND graduate transcripts (may be unofficial). Evidence of degree conferred/awarded must be printed on the transcripts. Evaluations of foreign degrees and/or course work are required. See our website at www.nocccd.edu/Employment for information regarding evaluation of foreign degrees.

Incomplete application packages and/or applications without signatures will not be considered. Failure to sign the application and/or complete and return all required supplemental forms will be considered an incomplete application. All submitted materials become the property of the North Orange County Community College District and will be considered for this position only. The District will not return or make photocopies of application materials. Applicant bears the sole responsibility for ensuring that the application package is complete when submitted.

Submit application package to:
Human Resources
North Orange County Community College District
1830 W. Romneya Dr.
Anaheim, CA 92801-1819

APPLICATION DEADLINE:
Application package must be received by 5:00 pm, September 10, 2014. (Postmarks will not be honored.) Applications received after the closing deadline will not be accepted. The District does NOT accept application materials by e-mail or FAX.

SELECTION PROCESS:
The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the specified qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

The candidate selected for employment will be required to provide the following: official transcripts and verification of experience prior to the first duty day; identification and eligibility for employment within three (3) days of employment, pursuant to the Immigration Reform and Control Act; fingerprints and required medical certification pursuant to statute. All employees driving either their own, leased, or district-owned vehicles for District related activities must certify that they possess a valid California Driver’s License. (Board Policy 6010, Section 4.0)

For further information specific to the nature of the position, please contact:
Steve Donley – Dean, Career Technical Education and Economic Development
sdonley@cypresscollege.edu