

**Modesto Junior College**  
**INTERNAL SEARCH ANNOUNCEMENT**

**Temporary Full-time Instructional Design Coordinator**  
**Eleven (11) Month Assignment**

**MINIMUM QUALIFICATIONS**

Possession of a Master's degree plus three years of online instructional design or closely equivalent experience. Knowledge of learning theories, distance learning principles and instructional delivery methods. Strong written, verbal and interpersonal skills. Demonstrated proficiency in Blackboard or other Learning Management Systems. Experience with online teaching and learning programs in high tech or higher education.

The District has adopted equivalency procedures which enables applications by individuals not possessing qualifications listed above. Applicants who desire consideration according to equivalency procedures must submit a completed Equivalency Form with their application. The form, policy, and procedures can be found at <http://www.yosemite.edu/hr/documents.htm> for more information on equivalencies contact the Human Resources office at 209/575-6901.

Knowledge of and ability to understand the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students. Sensitivity to the needs, problems and challenges associated with the diversity of the community college student population.

**SALARY RANGE**

Placement on the Yosemite Community College District salary schedule dependent upon education and experience. 2008-2009 Salary Schedule - \$47,506.00 TO \$95,326.00/year – plus an annual \$2,217 stipend for an earned doctorate. New personnel limited to a maximum tenth step initial placement based on previous experience – maximum equals \$75,496.00.

**JOB DESCRIPTION**

Under the supervision of the Vice President for Instruction, develop, coordinate, and implement training and support for faculty teaching online. Develop and offer faculty workshops and online tutorials incorporating technological, and instructional best practices; develop training materials, including syllabi, learning outcomes, and visual aids for faculty workshops; identify the best online faculty training materials, coordinate online teaching certification; provide ongoing support related to online and hybrid course delivery; analyze and evaluate relevant equipment, software, and Learning Management Systems with an emphasis on open source material.

Develop and offer online student orientation materials for students wishing to study online. Develop minimum standards for students to enroll in online courses. The successful candidate will work closely with faculty and administrators to help them ensure academic quality of all courses delivered in an online or hybrid environment.

This is an 11 month appointment.

**JOB DUTIES AND RESPONSIBILITIES**

- Design and deliver training related to high quality, effective online technology-enabled teaching and learning initiatives.
- Provide training to increase distance learning success rates of students who come from a non-traditional, ethnically diverse college population.
- Coordinate faculty online certification process.
- Participate with MJC DE staff and others in the coordination and delivery of college online initiatives.

- Advise and assist Subject Matter Experts in developing and revising course content that meets course learning objectives and outcomes, integrating rich media to enhance student interaction and learning, adapting instructional materials from one format to another (i.e. face-to-face to online), assessing and analyzing current and emerging technologies related to online teaching.
- Create course design templates, models and tools.
- Attend division and general college meetings as well as participate in various division, college, and district committees related to online instruction and instructional technology.
- Through shared organizational decision-making process, evaluate, recommend and implement solutions related to program/course development, new design, technology adoption, initiative or change implementation.
- Maintain current knowledge of issues and concerns under discussion in the profession nationally and internationally.
- Develop and offer online student orientation materials for students wishing to study online.
- Assist in overseeing student workers.
- Participate in program review and revision and in the development and assessment of Program Learning Outcomes.
- Coordinate Online Faculty Mentor program.
- Provide support to Deans and peer evaluators for online course evaluation.
- Perform other duties as assigned by the Vice President for Instruction.

### **DESIRABLE QUALIFICATIONS**

Bachelors or Master's degree in education technology, instructional design or related field or a Master's degree in an academic discipline and extensive experience with online teaching and technology

Three years of cumulative online teaching experience (community college experience preferred), completion of an accredited online teaching certification program, or equivalent training within the community college system, knowledge of current theories and methods in online instruction, familiarity with Web 2.0 technologies, and understanding of online course accessibility issues and online copyright law.

### **DESIRABLE FACULTY CHARACTERISTICS**

- Enthusiasm for the distance learning process.
- Vision and energy to plan and organize programs to enhance student success.
- Willingness to participate effectively in shared governance.
- Ability to use innovative technologies as a teaching and/or student service tool.
- Personal qualifications such as effective interpersonal communication skills, participation in community affairs, ability to conduct effective public presentations.

**CLOSING DATE: Tuesday, June 19, 2012 no later than 5:00 P.M.**

**Selection Procedures:**

**Letters of interest are to be forwarded to Venesse Metcalf, District Employment Manager via email:  
[metcalfv@yosemite.edu](mailto:metcalfv@yosemite.edu)**

**And must be received no later than the close date of June 19, 2012 by 5:00 P.M.**

**NOTE: Composition of Letter of Interest must address minimum qualifications and/or equivalency consideration. YCCD employees who currently are not employed in a faculty position will also need to submit transcripts to verify qualifications.**