Job Description: CCC DE Trainer

The person in this position (referred to as the DE Trainer) will work collaboratively and under the direction of the Distance Education Coordinator and is supervised by the Vice President. The position is currently 15 hours per week, scheduled at times needed by CCC and by mutual agreement.

The DE Trainer’s duties include:

* Meeting at least weekly with the DE Coordinator.
* Staying updated on Canvas and related technology by attending webinars, reading Canvas Community updates, and participating in conference calls with Canvas reps.
* Adding links to “Helpful Resources” in Training4Canvs (the general Canvas training shell), making sure instructors have access to it and are aware of new information.
* Developing and teaching workshops on using Canvas to faculty.
* Developing and teaching workshops related to pedagogy of online teaching.
* Facilitating the 4-week online course: “Becoming an Effective Online Teacher.”
* Developing and delivering workshops on various technologies and skills, such as screen capture tools, originality checkers, captioning videos, etc.
* Meeting with faculty one-on-one to help them design their courses in Canvas and to provide feedback.
* Meeting with instructors (virtually or in person) to troubleshoot issues involving the use of Canvas or other technology tools used for online teaching.
* Developing training materials for faculty based on identified needs. Examples include: tutorials, webinars, handouts, etc.
* Assisting the DE Coordinator to select a cohort to develop new online/ hybrid courses; planning and executing the monthly Cohort meetings in the spring, reviewing work of Cohort members, and providing feedback on final course work required to receive the stipend, using the OEI rubric.
* Setting up customized departmental training, based on need.
* Being a member of and attending the CCC Distance Education monthly meetings.
* Being a member of and attending the District DE Council (DDEC) meetings as well as the LMS Working Group.
* Developing online webinars and tutorials, as needed.
* When the college becomes part of the OEI cohort, the DE Trainer will be tasked with developing a program for peer online course review and preparing faculty to join the OEI exchange.

Updated 2/13/18