

Level	Title	Load	Quantity	Responsibilities	Supervisor	Outcomes/Goals	Priority level	Hire date	Remote flexibility?
District	DE Director	1	1	<ul style="list-style-type: none"> <li>- Manages all things DE district wide at high level.</li> <li>- Manage CVC-OEI Coordinators, POCR leads, and Edu Tech.</li> <li>- Establishes and maintains DE project time lines and priorities for the purpose of assuring related activities comply with established standards, CVC-OEI requirements, regulations, policies and procedures.</li> <li>- Ensure or maintain Section 508 accessibility requirements for online instructional technology.</li> <li>- Attend district wide meetings (DAASC, DAS, DTC...).</li> <li>- Meet regularly and provide updates to the VC.</li> <li>- Coordinate and support Online Equity Initiative.</li> <li>- Directs the development and implementation of CVC-OEI student exchange program.</li> <li>- Collaborate with IT and VPIs.</li> <li>- Collaborate and provide support for student services.</li> <li>- Collaborate with college leadership to assemble and maintain a current District list of AP4105 compliance.</li> <li>- Manage the DE budget and sign the DE related contracts</li> <li>- Coordinates and directs educational planning activities, program development functions, course scheduling, and curriculum implementation, monitor and evaluate programs that meet District and student needs and enhance the educational effectiveness of online class offerings.</li> <li>-Receives and reviews department and program related concerns for the purpose of facilitating and assuring proper and timely resolution of student, faculty, administrative, department and program conflicts, complaints, and grievances.</li> </ul>	VC of Academic Affairs	- evolution of current DE Coordinator's role	1	June 2021	Mainly F2F
District	DE Coordinator	1	1	<ul style="list-style-type: none"> <li>- Coordinates administrative duties for all DE projects</li> <li>- Manage FRCS and LTI training/instructional guides</li> <li>- Maintains relationships and coordination with LTI vendors</li> <li>- Manages DE college level DE Coaches</li> <li>- Coordinate DE Worksessions and DE Team meetings.</li> <li>- Manage college level DE Coordinators.</li> <li>- Manage District DE website.</li> <li>- Coordinate and support Online Equity Training</li> <li>- Provide leadership for the DE Chair/committee.</li> <li>- Send District Monthly newsletter.</li> <li>- Develop the DE plan (every 3 years).</li> <li>- Serve as LMS administrator.</li> <li>- Developing a tracking system for the faculty who have DE related badges and/or certificates</li> </ul>	DE Director	- evolution of current Edu Tech's role	1	June 2021	Option for remote
District	Peralta Online Equity Coordinator	0.6	1	<ul style="list-style-type: none"> <li>-Collaborate with the Ed Tech Coordinator, DE Coordinators and administrators</li> <li>- Coordinate the Online Equity Initiative</li> <li>- Update the Online Equity Initiative website</li> <li>- Respond to queries from other colleges and facilitate state-wide trainings</li> <li>- Prepare agendas and facilitate team meetings 2x/month</li> <li>- Help facilitate administrative paperwork</li> <li>- Coordinate the Online Equity Training courses</li> <li>- Create timelines and schedule OET course shells</li> <li>- Recruit and enroll faculty into course shells</li> <li>- Send badges to those who successfully complete training</li> <li>- Review feedback about the course and make revision recommendations to OET community</li> <li>- Coordinate the course review process</li> <li>- Assign equity trainers to faculty to mentor/coach</li> <li>- Send out badges once course reviews are complete</li> <li>- Research &amp; Presentations</li> <li>- Work with campus researchers to collect equity data in classes that align with the equity rubric</li> <li>- Identify and apply for outside funding</li> <li>- Design presentations and trainings about the Peralta Online Equity Rubric geared toward different disciplines</li> </ul>	DE Director	- evolution of current role (Maria Guzman)			Option for remote
District	Peralta Online Equity Course Reviewer	0.2or stipend	2	<ul style="list-style-type: none"> <li>- Mentor faculty to align their course with Online Equity Rubric</li> <li>- Reviews 10-15 courses per semester</li> </ul>					

Level	Title	Load	Quantity	Responsibilities	Supervisor	Outcomes/Goals	Priority level	Hire date	Remote flexibility?
District	Peralta Online Equity Trainers	0.2orstipend	6	<ul style="list-style-type: none"> <li>-Build expertise with the Peralta Online Equity Rubric</li> <li>-Collaborate to revise the Online Equity Training and Online Equity Rubric</li> <li>-Conduct course reviews and provide support to instructors who are designing or redesigning courses to -meet the rubric criteria</li> <li>-Develop and offer workshops on using and implementing the Peralta Online Equity Rubric</li> <li>-Serve as mentors for new team members</li> <li>-Attend team meetings twice per month</li> </ul>	Peralta Online Equity Coordinator				Option for remote
College	DE Coordinator	1	1 per college	<ul style="list-style-type: none"> <li>- Manages college level DE projects Provides leadership and guidance of the Distance Education (DE) program, including federal and state guidelines.</li> <li>- Represent the college on local and district DE Committees, the statewide Distance Education Coordinator Organization (DECO), and local POOCR team.</li> <li>- Meets regularly with the Instructional designer and accessibility specialist</li> <li>- Collaborate with college and district Professional Development meeting with other college DE Coordinators</li> </ul>	College VPI	- evolution of existing college level DE Coordinator	2	August 2021	Mainly F2F
College	Instructional Designer	1	1 per college	<ul style="list-style-type: none"> <li>- Supports advancement of online courses Leads instructional course design and technology work for faculty.</li> <li>- Member of the college's Distance Education Committee and local POOCR team.</li> <li>- Assists DE Coaches in resolving escalated technical questions regarding implementation of instructional technology.</li> <li>- Maintenance of a shared weekly calendar with office hour slots for drop-in assistance.</li> </ul>	College DE Manager			June 2021	Option for remote
College	Accessibility Specialist	1	1 per college	<ul style="list-style-type: none"> <li>- Supports faculty with accessible design and coordinates with DSPS.</li> <li>- Conduct campus accessibility trainings as needed.</li> <li>- Maintenance of a shared weekly calendar with office hour slots for drop-in assistance.</li> <li>- Work closely with the college POOCR teams and coordinate CVC-OEI Rubric/Section D reviews.</li> <li>- Establish a program by hiring student workers and developing remediation process.</li> <li>- Collaborate with district and college Professional Development teams.</li> <li>- Collaborate with the accessibility specialists in other colleges.</li> </ul>	College DE Manager		1	August 2021	Option for remote
College	POCR Coordinator	0.4	1 per college	<ul style="list-style-type: none"> <li>- Manages POOCR process and CVC-OEI compliance.</li> <li>- Maintain list of completed POOCR reviews.</li> <li>- Oversee submission of local reviews for state approval.</li> <li>- Attend monthly statewide POOCR meetings.</li> </ul>	DE Director	- manages all activities required by the consortium	1	June 2021	Option for remote
College	DE Coaches	0.2	2-3 per college	<ul style="list-style-type: none"> <li>~ First point of contact for distance education technical support.</li> <li>- Maintenance of a shared weekly calendar with office hour slots for drop-in assistance.</li> </ul>	College DE Manager or DE Coordinator		3	August 2021	Option for remote