



UPDATED/REVISED JOB ANNOUNCEMENT

Hyflex Coordinator
(.20 LED Reassigned Time Fall & Spring Semesters)
Summer Stipends Available
Two Year Term
Spring 2026-Spring 2028

This position is open to all full-time faculty at Cuyamaca College.

The College is seeking a faculty **Hyflex Coordinator** for a two-year term beginning **Spring 2026**.

The duties and responsibilities, and application process are detailed below. ***The application deadline is (Date and Time).***

The HyFlex Coordinator will report to the Dean of Learning and Technology Resources and collaborate with the Distance Education (DE) Coordinator, Instructional Design Technology Specialist, Instructional Media Services Staff, and HyFlex Coordinator at Grossmont College. The qualifications, duties, and responsibilities are detailed below.

Qualifications:

- Experience teaching in the HyFlex modality, completion of the HyFlex training and/or knowledge of HyFlex pedagogy
- Established commitment to the College's strategic priorities and commitment to equity, social justice, accessibility, and student-centered practices
- Willingness to collaborate with a wide range of campus constituency groups (experience preferred)
- Distance Education certification from Cuyamaca College

Duties and Responsibilities:

- Coordinate with the Instructional Design Technology Specialist to facilitate and update HyFlex training, including technology, pedagogy, and hands-on training
- Maintain accurate records of faculty participation through preparation and implementation stages
- Collaborate with DE team and Grossmont College counterparts to develop additional HyFlex resources as needed
- Collaborate with various offices (Instructional Media Services (IMS)/ Instructional Operations), and constituency groups (faculty, staff, administrators, and students).
- Respond to faculty questions related to the HyFlex modality
- Troubleshoot HyFlex teaching and learning issues
- Communicate to the DE team regarding the successes and challenges that faculty and students are reporting with HyFlex

- By request/appointment, meet with HyFlex faculty one-on-one to help them with issues related to HyFlex
- Report HyFlex-related issues and experiences to various departments and committees as needed such as, Academic Senate, OTLC, and others
- Coordinate and facilitate opportunities, depending on need and interest, for HyFlex teachers to share experiences, best practices, and pedagogy.
- Collaborate with the master scheduler and other constituents, as needed, to update the student-facing class schedule to include student-centered language
- Maintain and update HyFlex resources in Canvas and on the college website · Attend regional and state HyFlex training (as approved), and remain current in HyFlex research, trends, and best practices
- Keep current with AFT requirements related to HyFlex teaching
- Maintain currency with best practices for teaching in the HyFlex modality and facilitating these courses from an equity lens
- Collaborate with the Institutional Effectiveness, Success, and Equity Office to evaluate HyFlex modality effectiveness
- Other duties as assigned

Committee Responsibilities:

- Attend Online Teaching & Learning Committee (meets 2nd Friday @ 10a) as a resource
- Attend the following committee meetings as needed:
 - Academic Senate (2nd & 4th Thursday, 2p-3:45p)
 - College Tech Committee (2nd Friday, 1:30p-3p)
 - Teaching and Learning Committee (3rd Wednesdays, 2p-4p)
- Attend Distance Education check-ins with the Learning and Technology Resources Dean, DE Coordinator, and Instructional Design Technology Specialist

Application Process: Submit a letter of interest that responds to the following questions:

1. Why are you interested in this assignment?
2. How do you envision carrying out the duties and responsibilities?
3. What in your background prepares you for this assignment?
4. How does equity inform the curriculum review process?

Submit the letter directly to Debi Ridulfo, Office of Vice President of Instruction, via email (debi.ridulfo@gcccd.edu).

Deadline: TBD

Selection: Candidates will be interviewed by the Academic Senate President, current Coordinator, Vice President of Instruction and Dean of Learning & Technology Resources. It is anticipated that interviews will be conducted as soon as possible after the deadline date and will then be announced to the college.

The selection will be made by the Academic Senate Officers Committee in consultation with the Vice President of Instruction and Dean of Learning & Technology Resources.



ORIGINAL JOB ANNOUNCEMENT

Hyflex Coordinator
(.20 LED Reassigned Time Fall & Spring Semesters)
Summer Stipends Available
Two Year Term
Spring 2023-Spring 2025

This position is open to all full-time faculty at Cuyamaca College.

The College is seeking a faculty **Hyflex Coordinator** for a two-year term beginning **Spring 2023**.

The duties and responsibilities, and application process are detailed below. **The application deadline is Friday, December 9, 2022 by 12p.**

The HyFlex Coordinator will report to the Dean of Learning and Technology Resources and collaborate with the Distance Education (DE) Coordinator, Instructional Design Technology Specialist, Instructional Media Services Staff, and HyFlex Coordinator at Grossmont College. The qualifications, duties, and responsibilities are detailed below.

Qualifications:

- Experience teaching in the HyFlex modality and/or knowledge of HyFlex pedagogy · Established commitment to the College's strategic priorities and commitment to equity, social justice, accessibility, and student-centered practices
- Willingness to collaborate with a wide range of campus constituency groups (experience preferred)
- Distance Education certification from Cuyamaca College

Duties and Responsibilities:

- Coordinate with the Instructional Design Technology Specialist to facilitate HyFlex training, including technology, pedagogy, and hands-on training
- Maintain accurate records of faculty participation through preparation and implementation stages · Collaborate with DE team and Grossmont College counterparts to develop additional HyFlex resources as needed
- Collaborate with various offices (Instructional Media Services (IMS)/ Instructional Operations), and constituency groups (faculty, staff, administrators, and students).
- Respond to faculty questions related to the HyFlex modality
- Troubleshoot HyFlex teaching and learning issues
- Communicate to the DE team regarding the successes and challenges that faculty and students are reporting with HyFlex
- By request/appointment, meet with HyFlex faculty one-on-one to help them with issues related to

HyFlex

- Report HyFlex-related issues and experiences to various departments and committees as needed such as, Academic Senate, OTLC, and others
- Coordinate and facilitate opportunities for HyFlex teachers to share experiences, best practices, and pedagogy
- Maintain and update HyFlex resources in Canvas and on the college website · Attend regional and state HyFlex training (as approved), and remain current in HyFlex research, trends, and best practices
- Keep current with AFT requirements related to HyFlex teaching
- Collaborate with the Institutional Effectiveness, Success, and Equity Office to evaluate HyFlex modality effectiveness
- Other duties as assigned

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Deadline: **Friday, December 9, by 12 noon.**

Selection: Candidates will be interviewed by the Academic Senate President, Vice President of Instruction and Dean of Learning & Technology Resources. It is anticipated that interviews will be conducted as soon as is possible after deadline date, and will then be announced to the college.