

**MEMORANDUM OF UNDERSTANDING**

This MEMORANDUM OF UNDERSTANDING ("MOU") is entered into by and between the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT ("District"), the CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909 ("Federation").

**TERMS**

The District and the Federation have agreed as follows to pay a stipend for the three employees assigned to the Technology Resource Instructor (job description attached) for the Summer session 2015. Details are as follows:

DATES	Michele McAustin
June 1 <sup>st</sup> – July 31 <sup>st</sup>	\$ 8,525.70


Formula: # of hours X Rate X contract days

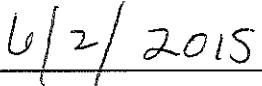
June 1, 2015 – July 31, 2015 = 9 weeks/45 days

40 hours per week X .25 = 10 hours per week X \$94.73 (F-14) X 9 weeks = \$8,525.70

By their signatures below, the signatories certify that they are the authorized representatives of either the District or the Federation and that any and all actions necessary for the parties to ratify and accept this MOU as a binding agreement have been completed in the manner required by that party. Upon the affixing of the signatures below, this MOU is entered into without the need for further ratification and acceptance.

ACCEPTED AND AGREED TO:

  
\_\_\_\_\_  
Debra Stakes, President  
CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Gilbert H. Stork, Ed.D.

  
\_\_\_\_\_  
Date

Superintendent/President

CUESTA COLLEGE COUNTY COMMUNITY COLLEGE DISTRICT

Position Description  
Technology Resource Instructor

Definition

Under the general direction of the Director, Library/Academic Support/Distance Education, this position contributes to student learning, success and retention by supporting and training Cuesta faculty in the use of technology to enhance and improve teaching for both traditional and online modalities.

Distinguishing Characteristics

This position has extensive contact with Deans/Directors, Division Chairs, Computer Services and Distance Education staff and faculty. Performance of duties requires excellent organizational and communication skills, knowledge of educational technology and course development, and experience in teaching and training.

Essential Functions

- Coach faculty in effective teaching with technology
- Assist faculty with the delivery of course content through the use of technology
- Assist faculty in the conversion and adaptation of course content for online course delivery
- Develop online self-paced instructional and training materials on Moodle for faculty
- Conduct in-person workshops for faculty
- Provide one-on-one assistance to faculty in the use of technology to enhance and improve teaching
- Collaborate with Distance Education Committee, Technology Committee, and Faculty Professional Development Committee as appropriate
- Assist counselors, librarians, and tutors in providing online support for faculty in Moodle

Qualifications

Required:

- Current Cuesta College Faculty Member
- Knowledge of Moodle
- Experience teaching in an online environment
- Experience with the use of technology in the delivery of content and instruction
- Community college teaching experience

Preferred:

- Knowledge of teaching and learning principles and practices
- Course development experience
- Successful faculty training experience
- Excellent organizational and communication skills
- Ability to work independently and manage multiple priorities