

**DIRECTOR OF EDUCATIONAL TECHNOLOGIES AND ONLINE LEARNING**  
**Job Description**

**CATEGORY:** ADMINISTRATIVE AND PROFESSIONAL  
**POSITION STATUS:** FULL-TIME  
**FLSA STATUS:** EXEMPT  
**SALARY CODE:** 14  
**REPORT TO:** VICE PRESIDENT OF INSTRUCTION  
**REVIEWED DATE:**

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

**JOB SUMMARY**

Leads the instructional design processes and administers the Online Campus component of the college by facilitating technology-rich teaching and learning through collaborative curricular innovation, including new course development, course revision, online courses, faculty training/support, and service reliability and consistency.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides leadership in the development of strategic approaches for the integration of technology into the educational environments of the College.
- Provides leadership and innovation for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational innovations into the curriculum.
- Provides administration for the Online Campus and support for the faculty teaching in this medium; coordinates all ongoing activities associated with delivering courses on the Online Campus; and serves as liaison to students, faculty, student services, and the College's educational leadership.
- Works collaboratively and effectively with faculty throughout the College to provide pedagogical and technical consulting to design, develop, and implement instructional content, courses and projects that enrich teaching and learning through the use of technology in online, hybrid and traditional courses, including the integration of student learning outcomes.
- Collaborates with College Deans and Directors, Information Services, and others within the College to infuse technology into the educational areas of the College.
- Provides administrative and technical support for all instructional technology to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.
- Formulates and provides a professional development program designed to support faculty in the design, development and delivery of curriculum and instruction using computer-mediated communications, cognitive and interactive media tools, and sound research-based course design for both local and distance learning opportunities.
- Plans, implements, and maintains professional development programs for campus full-time, adjunct/dual enrollment faculty which conforms to the Institution's goals/objectives.

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- Develops and maintains an online repository of resources to provide information on current best practices, innovations, and emerging trends for faculty and students (e.g. tutorials, interactive programs, websites) to promote sharing of resources.
- Engages the academic community in the exploration, discussion, and assessment of educational technology and works collaboratively across the College to leverage and expand existing efforts into an intentional program of faculty support.
- Maintains awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted as new and emerging instructional media, technologies, pedagogies and practices.
- Establishes baseline data; tracks/records attendance at faculty training workshops; maintains course log by faculty by departments; analyzes outcomes based on training, service, and support provided to faculty; and monitors progress to achieve goals.
- Maintains appropriate records and data to produce monthly performance reports, annual performance reports, and external reports.
- Coordinates with the College's Information Systems to ensure adequate technology infrastructure to meet goals of technology-enhanced curricula.
- Participates in relevant College policy and planning committees and meetings.
- Represents the distance learning interests of the College in regional and state meetings, and serve as liaison to other colleges and universities within the state and region for work on collaborative grants and projects in distance education.
- Reviews, maintains and evaluates the functional area budget.
- Assists with the development, implementation and monitoring of related policies and procedures in collaboration with the Vice President of Instruction and Student Services.
- Assists with the process for systematic review and evaluation of the educational technology and curricular innovation functional area per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

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#### **REQUIRED KNOWLEDGE AND SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge in the crucial role academic technologies play in higher education with respect to increasing student access, engagement, and success, and of current issues in online learning in general and in higher education in particular.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Demonstrated effective supervisory, interpersonal and leadership skills; ability to work independently with little direction.
- Experience of working effectively in a team environment with a customer service focus.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- A strong commitment to the mission of the community college.
- Demonstrated knowledge of curriculum development and evaluation.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, Workforce Education Course Manual, and the Southern Association of Colleges and Schools Commission on Colleges.
- Must possess the ability to apply various instructional design approaches to learning content and to professionally design and implement engaging and effective teaching and learning strategies.
- Must possess ability to identify user needs, analyze, and logically organize information.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

#### **REQUIRED EDUCATION AND EXPERIENCE**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- A Master' degree in Education, Instructional or Educational Technology or a related field with emphasis on teacher education and development, educational technology, or learning and teaching theories from an accredited college or university.
- At least four (4) years of relevant experience, including an appropriate combination of teaching, supervisor, and other administrative experience.

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- Experience with current learning management systems and other instructional technologies.
- Experience in designing and developing instructor-led, web-based, and digital media instruction in higher education.
- Experience providing pedagogical and technical consulting for the design, development, and implementation of instructional content, courses and projects, at the assistant director level or above.
- Experience in facilitating the integration of technology into the educational environments of the College.
- Experience in the administration of online courses and the support of faculty teaching these types of courses.
- Experience with the Texas State Education Code; the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges, as well as other state and federal laws and regulations regarding curriculum development; academic, career and technical programs; developmental education; student learning outcomes; and assessment of student learning outcomes.

#### **PREFERRED EDUCATION AND EXPERIENCE**

- Doctoral degree from an accredited college or university.
- Teaching and administrative experience in a comprehensive community college setting.

#### **CERTIFICATES AND LICENSURES**

None required.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands and fingers to handle objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Posting Specific Questions**

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas/ Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \* Do you a Master's degree in Education, Instructional or Educational Technology or a related field with emphasis on teacher education and development, educational technology, or learning and teaching theories from an accredited college or university?
  - Yes
  - No
3. \* Do you have at least four (4) years of relevant experience, including an appropriate combination of teaching, supervisor, and other administrative experience?
  - Yes
  - No
4. \*Do you have experience with current learning management systems and other instructional technologies?
  - Yes
  - No
5. \*Do you have experience in designing and developing instructor-led, web-based, and digital media instruction in higher education?
  - Yes
  - No
6. \*Do you have experience providing pedagogical and technical consulting for the design, development, and implementation of instructional content, courses and projects, at the assistant director level or above?
  - Yes
  - No
7. \*Do you have experience in facilitating the integration of technology into the educational environments of a college?
  - Yes
  - No
8. \*Do you have experience in the administration of online courses and the support of faculty teaching these types of courses?
  - Yes

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- No
- 9. \*Do you have experience with the Texas State Education Code; the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges, as well as other state and federal laws and regulations regarding curriculum development; academic, career and technical programs; developmental education; student learning outcomes; and assessment of student learning outcomes?
  - Yes
  - No
- 10. Do you have a doctoral degree from an accredited college or university?
  - Yes
  - No
- 11. Do you have teaching and administrative experience in a comprehensive community college setting?
  - Yes
  - No