Job Title: Director, Distance Education Development & Delivery
Grade: N
Division: Professional Development
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

This position is primarily charged with strategic planning, development, and delivery oversight of eLearning initiatives at the college.

Characteristic Duties and Responsibilities:

1. Oversees the work of the staff assigned to eLearning; plans and manages the departmental budget; develops and implements strategies in support of eLearning.
2. Monitors and assures the state distance education reports are accurate.
3. Works with divisions to schedule online courses, NCIH courses and video conference courses.
4. Evaluates new tools internal and external to LMS’s as they relate to best pedagogical practices and implications for faculty development.
5. Participates on statewide Distance Education Alliance.
6. Coordinates new web-based products for instructional delivery and alignment of CPCC’s of Distance Education Alliance.
7. Travels to national/state/local conferences and workshops.
8. Explores and implements innovative products to support a learning-centered college.
9. Performs other duties as assigned.

Reporting Relationships:

Direction Received: Reports to Dean Professional Development and eLearning
Direction Given: Direct supervision as a first-line supervisor over professional and administrative support staff

Minimum Requirements:

Master’s Degree from a regionally accredited institution, three years of online instructional delivery/support and one to two years of experience in education or training;

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. Updated May 2012
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Preferred Qualifications:
Certifications in distance delivery products/services

Knowledge, Skills, Abilities and Worker Characteristics:
Knowledge of traditional and online (web-based) instructional delivery
Understanding of the functionality of Learning Management Systems
Knowledge of alternative electronic delivery methods with attention to curriculum alignment and quality assessment
Problem-solving abilities
Adaptable to innovation and new methodologies
Creativity
Excellent communication skills
Supervisory and leadership skills

Working Conditions:
Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town for meetings and conferences; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse