



Job Description

Job Title:	Director eLearning	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 telecourses, 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 Professional Development and eLearning
Direction Given:	Direct supervision as a first-line supervisor over professional and administrative support staff

Minimum Requirements:

Bachelor's degree with three years of online instructional delivery/support, one to two years of experience in education or training; Master's Degree and/or certifications in distance delivery products/services is preferred



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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