



Job Description

Job Title:	Director of Professional Development Technology & Wellness	Grade:	M
Department:	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:

Plans and organizes training and professional development opportunities for faculty and staff. Assists with leadership initiatives and wellness programs.

Characteristic Duties and Responsibilities:

1. Researches and evaluates training materials, videos, print media and speakers for events and classes.
2. Coordinates activities of the CPCC's Worksite Wellness Committee; creates reports and make presentations to management and/or employee groups.
3. Identifies and recruits instructors or facilitators for wellness programs and activities; monitors quality of programs and activities; develops process and methodology for assessment of effectiveness and return on investment.
4. Identifies opportunities for transitioning traditional training format to on-line delivery of training; work with the appropriate personnel to convert and enhance existing training materials to electronic, on-demand modules.
5. Assists with content management of the Leadership and Wellness sections of the Employee Development webpage.
6. Supervises and gives direction to assigned professional development technology staff, fitness center facilitators and wellness instructors.
7. Supervises LearnerWeb operations and services; develops assessment tools to report learning outcomes and training effectiveness.
8. Supervises daily operations and services for all campus fitness centers.
9. Administers fitness center and employees wellness budgets.
10. Explores, identifies, evaluates, develops and facilitates online technology enhanced learning opportunities (desktop seminars, webinars, virtual lounges, e-portfolios, content management websites, blogs, virtual role-playings, post casting and vodcastings) to improve employee performance.
11. Evaluates training delivery methods, measures results and recommends program changes.
12. Collaborates across college departments and services to identify faculty and staff technology training needs and then develop training resources.
13. Attends and represents the college at local, state and national meetings regarding high-tech professional development technology training resources and wellness opportunities.
14. Performs other duties as assigned.

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. Re-typed February 2012



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Reporting Relationships:

Direction Received: Associate Dean of Professional Development

Direction Given: Provides functional guidance to facilitators in the Worksite Wellness program as well as trainers/facilitators in staff development programs and activities

Minimum Requirements:

Master's Degree from a regionally accredited institution in Education or Instructional Development or Technology-related field. Familiar with a variety of the field's concept, best practices, and procedures.

Knowledge, Skills, Abilities and Worker Characteristics:

Extensive experience and judgment to supervise employees and ensure college and department goals are accomplished

Stays abreast of new technology training methods, analyzes relevancy to college faculty and staff and then directs the implementation of training programs, policies and procedures.

Knowledge of adult learning styles, adult education theories and distance learning theories and practices

Knowledge of database management and spreadsheet application

Methods and techniques of program development and evaluation

Principles and practices of financial record keeping

Excellent oral and written communication skills

Working Conditions:

Typical office environment