

Director, Distance Learning

FLSA Status: Exempt

Pay Grade: 26

Job Title ID: 18051

Job Series/Job Family: Instructional Technology Series / Distance Learning Family

Reports To

Associate Vice President, IRT

Job Purpose

To direct the development and operation of the Distance Learning Program, and student and faculty support services.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Directs the planning, staff, and operations of the Distance Learning Program.
2. Identifies new distance and distributive learning technologies and evaluates the appropriateness for ACC use.
3. Works with departments in scheduling Distance Learning courses; develops annual and semester schedules and allocation of sections.
4. Manages licensing and copying issues, determines costs and works with appropriate College offices to arrange access to distance learning materials.
5. Directs video support services and operations including cable TV, ITFS/EBS and satellite uplinks and downlinks.
6. Develops and oversees the implementation of Distance Learning student and faculty support services.
7. Directs the efforts to identify new distance learning course materials, evaluates the appropriateness for ACC use, disseminates materials to faculty, and manages the approval process.
8. Assists in the development of the College's distance learning program and strategic plan.
9. Directs college activities to export and import distance education courses through collaborative initiatives, such as the Virtual College of Texas and the Educational Service Center Region XIII and coordinates appropriate faculty and student support services.
10. Supervises Distance Learning staff.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Current principles and practices of distance learning technology and applications in an educational environment.
- Management and implementation of organization-wide technology projects.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Project planning and management principles.
- Technology system development principles and techniques.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Five years work experience in an educational institution, including one year supervisory experience.

Preferred

- One year work experience in distance learning systems.

Education

Required

- Bachelor's degree in educational technology, computer science, or related field.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Preferred

- Knowledge of ACC's policies and procedures.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.