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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** Director of Online Education (Internal)

**DEPARTMENT:** Instruction **FLSA:** Exempt

**LOCATION:** Union Campus **LEVEL:**  TBD

**REPORTS TO:** Vice-President of Instruction **DATE:** 03/01/2017

**POSITION SUMMARY:** The Director of Online Education is responsible for working with faculty and staff to lead and manage the College’s online courses and robust suite of programs, including: evaluating and recommending innovative concepts, technologies and delivery modes of online and hybrid learning; ensuring the exemplary quality of online courses; ensuring all accreditation and regulatory requirements; aligning efforts with College’s academic priorities, mission, branding, and institutional learning outcomes; collaborating with academic departments, faculty, and staff; knowledge of accessibility and ADA requirements; facilitating and recommending related professional development for online faculty; and serving as the key point of contact for our online partner.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* The ideal candidate should have a Master's degree in Instructional Design, Educational Psychology or a related field, demonstrated expertise in effective and innovative pedagogical application of technology to online/hybrid course delivery including use of instructional design principles, direct experience with adaptation of curriculum to an online/hybrid format, demonstrated leadership in managing online/hybrid delivery programs in a Learning Management System (Moodle preferred), experience with collaborative leadership of an organization including managing online/hybrid initiatives, experience with market analysis, strategic planning, and online marketing of educational programs, experience with program assessment and data-based reporting, excellent oral and written communication skills, and excellent customer service and interpersonal skills.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee’s supervisor.*

* Oversight of the distance learning program, staff, and budget.
* Liaison duties between online students and College academic support services.
* Oversight of initial distance education training and continuing education for faculty.
* Training faculty/staff on fair use and copyright laws as they relate to distance learning.
* Identifying and implementing best practices for distance learning pedagogy to ensure the quality and effectiveness of distance education course programming.
* Provide support to faculty through ongoing research on emerging technologies that may be adapted to distance learning course and program development.
* Ensure compliance with HLC standards for distance learning.
* Direct operations of the College's online programs (scheduling, student support, faculty coordination, scheduling, College-wide services - ITS, registrar, enrollment processing).
* Manage college's relationships and projects with third party service providers for online education programs
* Develop and implement strategic plans and policies for online learning, perform yearly program assessments, and provide ongoing budgetary analysis
* Identify and research new revenue streams for the College and enhanced educational experiences for students relating to online programming.
* Ensure the instructional quality of courses/programs; assess faculty teaching style(s) and use of appropriate pedagogy and andragogy; identify areas of weakness in courses/programs, and employ strategies for improvement; facilitate faculty development workshops in areas of online teaching.
* Build strong working relationships with internal and external stakeholders; evaluate recruitment success; enhance the regional, national and international reputation of the College through marketing and recruitment efforts.

**FOR CONSIDERATION:** If interested in applying for this position, please submit a cover letter (limit 3 pages), resume and three references **by Friday, March 17, 2017.**

For general questions contact, Dr. Tia Robinson at Tia.Robinson@eastcentral.edu.

**NOTICE OF NON-DISCRIMINATION:** *Applicants for admission and employment, students, employees, and sources of referral of applicants for admission and employment and individuals with whom the Board of Trustees and college officials do business are hereby notified that East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director, 005-D Donald Shook Student Center, telephone number 636-584-6710 or* ***hrnotice@eastcentral.edu****.*