



DATE ISSUED: 07/06
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director of Distance Education

JOB SUMMARY

Through collaboration with academic and service units, this position provides leadership for the development and implementation of policies, procedures, standards, and criteria which support the effective delivery of electronic instruction and elearning student services. The position is responsible for ensuring that TWU's elearning activities are in compliance with local, state, and federal standards. Work is performed under minimal supervision with broad latitude for initiative and independent judgment and performance is based on the effective operation of the administrative function. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Associate Vice President for Lifelong Learning

Supervises: Manager of Instructional Design, Senior Instructional Design Specialist, Coordinator of Elearning Student Support Services

PRIMARY DUTIES - May include, but not limited to the following:

Liaisons with academic and administrative units on campus to define and provide adequate support, policy, and procedure for efficient operation of elearning efforts on campus.

Co-directs budget with Asst. Vice President, having signature authority.

Ensures compliance of elearning activities with applicable University policies and local, state, and federal requirements.

Acts as a contact point for students, faculty and staff involved in elearning activities.

Directs creation of courseware including oversight of: instructional design, graphic and media production, programming, testing, and quality control.

Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Serves on campus-wide and intra-departmental committees.
Engages in strategic planning for the e-learning unit, including: goal setting, action items, implementation, evaluation and progress tracking.
Coordinates research and reports on issues pertaining to e-learning.
Develops budget with Assistant Vice President for Lifelong Learning.
Represents TWU at THECB and TEA and through professional organizations through committee and task force services.
Attends appropriate conference and seminars to maintain an up-to-date knowledge of instructional techniques and technology.
Presents on topics related to distance learning, technology and the university at local, state and national conferences.
Seeks out funding sources for new elearning efforts.
Liaisons with other entities including government, industry and non-profit for external partnerships.
Performs other duties as requested.

EDUCATION

Doctorate in Education, Curriculum Development, Information Studies, Educational Technology, or related field.

EXPERIENCE

Three to five years of academic administrative experience in institution of higher education. Online teaching experience or experience working in a distance learning program preferred. Knowledge of Texas Higher Education Coordinating Board and Southern Association of College and Schools guidelines and policies.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively, orally, by phone, in person, and in writing.

Ability to multi-task.

Excellent presentation, oral/written communication & facilitation.

Understanding of the pedagogies associated with effective use of learning technologies.

Knowledge of and exhibited proficiency in the use of instructional technologies.

Ability to work under tight deadlines.

Ability to successfully solve problems.

Ability to comprehensively analyze and interpret policies, procedures, regulations, and situations

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.