

Director, Office of Distance and Extended Learning

Job Code 50025876

General Description

Responsible for providing strategic design and guidance over the Office of Distance and Extended Learning.

Examples of Duties

Coordinate and evaluate programs including course development and maintenance.

Supervise instructional design team members.

Produce design standards, templates and processes.

Inform faculty about instructional design, online learning, technology integration and related topics.

Engage in instructional design tasks.

Manage individual instructional design projects.

Research and appropriately integrate technology into the design of instructional materials.

Perform other duties as required.

Knowledge, Skills and Abilities

Knowledge of: Instructional design models, technology integration and best practices; LMS and online learning and teaching practices, project management principles.

Skill in: Preparing design documents and proposals, editing faculty-generate content, working as a team member and establishing rapport with others, determining the appropriate solution, problem solving and decision-making, strategic planning, budget development and tracking, communication, consulting, and presentation.

Ability to: Understand, interpret and retain subject matter content, calculate basic and intermediate math, exchange ideas and concepts, evaluate programs and learning materials, integrate multimedia into web-based courses, work on multiple projects.

Experience and Education

To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.

Other Requirements