Dir, Distance and Extended Learning

Job Code 00001090

General Description
Responsible for providing leadership and direction in order to serve the educational needs of students, distant or residential, who cannot or choose not to use traditional classroom instruction as the sole means of achieving their educational goals.

Examples of Duties
Prepare and manage the annual budget.
Coordinate content experts and course designers to develop courses to be offered at a distance through print-based or other technology-based delivery systems.
Analyze monthly enrollment, income and expense reports to ensure fiscal self-sufficiency.
Organize and develop short and long-range plans.
Develop and maintain mechanisms to assure production and distribution of high quality courses and programs.
Plan course curriculum for future course revisions and new course development.
Anticipate and plan for future conditions and demands.
Obtain course approval from the appropriate academic department and/or agency.
Coordinate content experts and course designers to develop courses to be offered at a distance.
Promote development of new markets to maintain and increase student enrollments.
Plan for changes in technology to accommodate students at a distance.
Supervise and evaluate staff.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
- instructional design principles and distance education principles and practices;
- quality guidelines for distance education and study abroad programs;
- university policies and procedures;
- Texas Higher Education Board rules for distance learning;
- federal financial aid policies.

Skill in:
- interacting with staff, faculty, students, and other clients;
- writing to interpret and explain complex issues and situations;
- developing policies;
- interpreting enrollment and income figures to predict future trends.

Ability to:
- understand university and office policy and procedures, legislative and Coordinating Board rules and regulations, and contracts and curriculum content;
- develop policy and procedure statements and responses to inquiries;
- create spreadsheets, interpret ledgers, and perform basic math;
- delegate and communicate objectives.
**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**