



DATE ISSUED: 07/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Teaching & Learning with Technology

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: Executive Vice Provost

Supervises: Associate Director, Teaching & Learning with Technology, Coordinator, TLT Communications

ESSENTIAL 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.

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- 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.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

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, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

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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:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

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