



DATE ISSUED: 02/19

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Associate Director of Teaching & Learning with Technology

JOB SUMMARY

Performs administrative and supervisory work in the operation of the distance education program for Texas Woman's University in conjunction with the Director of Teaching & Learning with Technology. Assists the Director with strategic direction, implementing departmental goals and priorities, plan and design programs in support of professional development, technology, and business intelligence. Work is performed under minimal administrative supervision with evaluation based on the effective operations of the office and goals obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Teaching & Learning with Technology

Supervises: Instructional Designers and Instructional Accessibility Specialist

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

- Works with the Director of Teaching and Learning with Technology to set strategic direction including planning, developing and implementing objectives.
- Implements departmental goals and priorities, manage workflow, supervise employees, and conduct employee evaluations.
- Develops and delivers services and programs for faculty, GTAs and GAs.
- Plans and develops programs in professional development in pedagogy.
- Plans and designs programs for business intelligence solutions and research to assess instructional/learning technologies.
- Monitors emerging trends and pedagogical methods appropriate for a diverse student body.
- Ensures the effective delivery of relevant services for business intelligence solutions.

*Associate Director,
Teaching & Learning with
Technology
Date Issued: 02/19
FLSA: Exempt
PTO: VCS*

- Develops an appropriate business intelligence solution using the IR recommended systems.
- Maintains full documentation for business intelligence solutions and related services.
- Remains current with classroom technologies and pedagogy.
- Remains current with business intelligence and analytics.
- 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

- Coordinates research and reports on issues pertaining to online distance education and promising practices.
- Develops professional development plans for supervised employees.
- Attends appropriate conferences and seminars to maintain an up-to-date knowledge of business intelligence and instructional techniques & technology.
- Presents on topics related to distance education, technology, and the University at conferences.
- Performs other duties as requested.

EDUCATION

Master's Degree in Education, Curriculum Development, Information Studies, Instructional Technology, or related field. Doctorate preferred.

EXPERIENCE

Three years academic administrative experience in institution of higher education required. Online teaching experience or experience working in a distance learning program preferred.

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:

- Understanding of the pedagogies associated with effective use of learning technologies
- Understanding of the higher education environment.

*Associate Director,
Teaching & Learning with
Technology
Date Issued: 02/19
FLSA: Exempt
PTO: VCS*

- Understanding of complex operations, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals.
- Understanding of business practices, relationship management, and change management.
- Understanding of organizational policies and activities.
- Basic knowledge of HTML required.
- Working knowledge of data analytics and related software applications.
- Strong technical background, self-directed, self-motivated.
- Capable of managing technical projects and experience with project management tools.
- Excellent communication, interpersonal, organization, problem solving.
- Documentation systems and knowledge database.
- Capable of conflict resolution.
- Skilled in financial analysis.
- Demonstrates leadership.
- Ability to work under tight deadlines.
- Ability to successfully solve problems.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to integrate resources, policies, and information for the determinant of procedures, solutions, and other outcomes.
- Ability to effectively balance multiple tasks.
- Ability to learn quickly, research and implement new technology and development tools.
- Ability to gather, interpret and document business requirements.
- Ability to identify technical problems, make recommendations, develop solutions, and complete technical projects.
- Ability to operate on independent judgement based on an understanding of organizational policies and procedures.
- Ability to use a personal computer and other office equipment, including related 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. The employee must be able to lift up to 20 pounds.

Associate Director,
Teaching & Learning with
Technology
Date Issued: 02/19
FLSA: Exempt
PTO: VCS

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.

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.

*Associate Director,
Teaching & Learning with
Technology
Date Issued: 02/19
FLSA: Exempt
PTO: VCS*

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