



**DATE ISSUED:** 09/12

**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 overall operations, planning, and assessment and serves as acting director when requested by the Director. Primary responsibilities include supporting academic units in complying with the University's overall quality plan for online instruction. This position serves as the intellectual lead in online teaching and learning at the University. 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 I, II, III

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

- Provides management oversight for activities within the Faculty Center related to distance education and online instruction.
- Assists with the administration of the DE unit including making job assignments, setting unit priorities, handling problems, and supervising employees.
- Plans, directs and coordinates training programs for academic units in online instruction and promising practices.
- Leads development of instructional support for faculty engaged in distance education.
- Serves as a liaison between Lifelong Learning and academic units engaged in online distance education.
- Provides project plan management and reporting for projects.

*Associate Director,  
Teaching & Learning with  
Technology  
Date Issued: 09/12  
FLSA: Exempt  
PTO: VCS*

- Establishes procedures and policies to ensure the quality of TWU's online courses.
- 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 plan for staff under change.
- Attends appropriate conferences and seminars to maintain an up-to-date knowledge of instructional techniques & technology.
- Presents on topics related to distance education, technology, and the University at state and national conferences.
- Performs other duties as requested.

### **EDUCATION**

Doctoral Degree in Education, Curriculum Development, Information Studies, Instructional Technology, or related field.

### **EXPERIENCE**

Three years Teaching/training experience 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:**

- Basic knowledge of HTML required.
- Excellent presentation, oral/written communication & facilitation required.
- Understanding of the pedagogies associated with effective use of learning technologies is required.
- Ability to successfully work with faculty & have an understanding of the higher education environment required.

*Associate Director,  
Teaching & Learning with  
Technology  
Date Issued: 09/12  
FLSA: Exempt  
PTO: VCS*

- Ability to work under tight deadlines.
- Ability to successfully solve problems.
- Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- 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 apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- 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.

### ***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

Associate Director,  
Teaching & Learning with  
Technology  
Date Issued: 09/12  
FLSA: Exempt  
PTO: VCS

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.***

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