State College of Florida, Manatee-Sarasota
Job Description

Job Title: Director, Online Learning

Reports to: Vice President, Academic Affairs
FLSA Status: Exempt
Level: 216
Position Class:

Job Summary:
This position leads, facilitates, and oversees all aspects of instructional technology at the State College of Florida Manatee-Sarasota (fully online, partially online, and web enhanced). The Director provides the strategic vision, implements this vision, oversees the instructional design team and other support staff, and administers the instructional technology budget. The Director ensures that instructional technology is aligned with the College’s primary strategies, including those to improve the quality of teaching, to enhance the student experience, and to strengthen the achievement of student learning outcomes. The position works in a centralized fashion and in close collaboration with all partnering units.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Creates and updates a strategic plan for the development and support of instructional technology in collaboration with the College’s administrative and academic leadership, and the Faculty. Ensures alignment of the online learning plan with the College’s mission and strategic plan.

2. In collaboration with the administration and academic leadership, establishes and manages institutional effectiveness processes to systematically collect and analyze online program data, and use this data for continuous program improvement and to ensure compliance with SACS and federal requirements.

3. Works closely with the College’s academic leadership to strategically select and enable the delivery of exemplary online courses and programs.
4. Develops and implements new policies and procedures to support the strategic deployment of online learning to support the College’s goals.

5. Designs and facilitates the delivery of faculty professional development around competencies necessary to design, develop, and deliver/teach online courses.

6. Collaborates with academic leadership in the selection and evaluation of faculty developing courses and teaching online.

7. Responsible for the effective implementation of all instructional technologies to include the LMS, web conferencing and lecture capture.

8. Oversees the discovery, creation and testing of innovative educational technologies with the potential for enhancing teaching and learning.

9. Serves as liaison between Institutional Technology and academic programs.

10. Represents the College at the Florida Virtual Campuses.

11. May provide technology support to non-instructional areas as required.

12. Performs other duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Experience/Skills:**

  **Education/Experience:**
  Masters degree from an accredited university and five or more years’ experience directly related to the development and delivery of distance/online learning courses and programs; or equivalent combination of education and experience.

  **Required administrative experience:** At least three year’s full time administrative experience planning, organizing and leading higher education instructional technology initiatives and programs.

  **Preferred:** Experience teaching online in a higher education environment.

The successful candidate will be able to demonstrate the following:

- Ability to communicate effectively verbally and in writing.

- Strong interpersonal skills and the ability to build productive relationships.

- Collaborative, engaging, and dynamic leadership skills.

- Proven ability to build an online program with centralized leadership and resources and decentralized faculty and program management.
Proven ability to collaborate with institutional leadership and faculty to develop and sustain online programs.

Proven ability to develop initiatives that can scale while providing return on investment.

Demonstrable knowledge of regional accreditation policies, guidelines and best practices relating to online/distance education.

Proven ability to effectively collaborate with institutional technology staff.

Comprehensive knowledge of online pedagogies, learning management systems and related instructional technologies.

- **Supervisory Experience:**
  Three or more years of experience supervising full time instructional technology staff.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

- **Computer Skills:**
  To perform this job successfully, an individual should have advanced knowledge of word processing, presentation, Internet, database and spreadsheet software. Proficiency in file management and use of current College database and e-mail software is essential. Experience with web page creation and editing applications.

- **Certificates and Licenses:**
  None required.
Responsibility for People and Property:
Develops and administers instructional technology budget and fee revenue. Responsible for all office furniture, equipment, computer hardware, software and office supplies. Responsible for the departmental operating budget.

Responsibility for Communication:
- **Internal Contacts:**
  This position has routine contact with all levels of SCF administration, faculty and staff.

- **External Contacts:**
  This position has routine contact with vendors, representatives from broadcasting, state colleges and universities, and state and regional consortia.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasional exposed to outdoor weather conditions.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to sit, use hands and fingers and reach with hands and arms. Occasionally required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl, and lift up to 10 pounds. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.
4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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