 **PIKES PEAK COMMUNITY COLLEGE**

JOB DESCRIPTION

# Director of eLearning

**Department: eLearning Position Number: 10024**

**Colo. Personnel System: Exempt FLSA Classification: Exempt**

**Purpose Statement:**

The Director of eLearning coordinates the overall distance education program at PPCC and serves on the system-level Learning Technologies Council. At the college level, the position advises academic deans and faculty in choosing appropriate courses and programs for distance delivery and in choosing appropriate formats (i.e. Internet, hybrid, video-conferenced, or interactive television) for those programs and classes. The position provides both a credit-bearing course and informal training to assist faculty and staff with incorporating instructional design principles that reflect current learning theory and employ technology effectively**.** The position also supervises a staff whose focus is providing training and support to students in distance education classes, collaborates with IT to manage connections between the student information system and course software, and collaborates with the marketing director to promote enrollment in PPCC distance education programs and classes. At the state level the position works with system colleagues to set distance education policy, choose products and resources for the system’s distance education programs, and manage transitions and changes as appropriate.

**Reports to:** Vice President for Instructional Services

**Supervises**:

* Television Station Manager
* Office Manager for Military Programs/Distance Education (40%)
* Two Course Designers

**Essential Functions:**

35%

* Coordinate with academic deans and faculty to choose programs and/or course offerings appropriate for development in a distance education format.
* Assist the faculty with effective course design that reflects principles of learning theory and incorporates appropriate media into instructional design.
* Assist faculty in insuring that courses offered at a distance meet overall educational standards of institution.

35%

* Coordinate the distance education program, scheduling distance education offerings, providing orientation and ongoing training for distance education classes.
* Remain current with regional and national developments in distance education and update faculty and staff on these developments through classes, workshops and one-on-one training.

20%

* Participate in system-level distance education organizations and committees to set policy for distance education offerings and to foster consistency in quality of these offerings across the system.

10%

* Coordinate with staff to establish procedures to insure clear and efficient communication between the eLearning Office, faculty, and students.

**Minimum Qualifications**

* Master’s degree from a regionally accredited institution.
* Two years’ teaching experience at a community college or other institution of higher education, including experience with curriculum design or media design (multi-media).
* One year’s experience with program coordination/administration.

**Preferred Qualifications**

* Master’s degree in Instructional design, Media Design, Instructional Technology, or related field.
* Demonstrated ability to work and relate with faculty, staff, and students from a variety of economic backgrounds.
* Demonstrated ability to communicate effectively both orally and in writing.
* Demonstrated ability to plan, organize, and effectively direct the work of others when necessary.
* Experience conducting needs assessment and with designing, developing, producing and evaluating an instructional design program for educators.