

**POSITION DESCRIPTION**  
**Professional Staff**

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**Position Title:** Director of Distance Education/Full-time

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**Organizational Unit:**  
Academic Services

**Reports to:**  
Vice President of Academic Services

**Revision Date:**  
July 2019

**I. Narrative General Description**

The Director of Distance Education reports to the Vice President of Academic Services and provides the coordination and supervision of the long-term and day-to-day distance education initiatives for the institution. Responsibilities include coordinating the on-line student experience in virtually all of its dimensions, recruiting quality faculty to teach distance education, providing academic support to faculty, and providing the direction for technology support personnel for distance education. The Director is responsible to ensure the quality and rigor of the on-line student is equitable to the face-to-face experience. As well as, maintaining and ensuring all federal regulations and guidelines are current and in compliance annually.

**II. Functional Responsibilities**

- A. Provide the leadership, implementation, and supervision of all distance learning programming and initiatives.
- B. Promotes enrollment growth of distance education as the program matures in meeting the long-term strategic planning and Mission of the College.
- C. Review and update state and federal regulations annually to ensure institutional compliance. This also includes servicing out-of-state students, copyright issues, licensing, and/or other requirements.
- D. Serve as the liaison to faculty, staff and administration and will focus efforts on continuous improvement processes for distance education initiatives for the College.
- E. Insures that online and face-to-face offerings provide similar learning experiences and outcome data collection annually.
- F. Work cooperatively with key College personnel from all campuses to implement and evaluate distance learning initiatives in an efficient and cost-effective manner.
- G. Provides first line of contact for academic and technical assistance to distance education faculty, staff, and students.
- H. Collaborate with IT Director to recommend and evaluate technologies relevant to online learning.
- I. Coordinate professional development activities for College faculty and distance learning staff to expand instructional knowledge and pedagogy.
- J. Analyze distance education assessment data and provide annual reports to the Director of Institutional Effectiveness and the Vice President of Academic

Services.

- K. Supervise and recommend changes, as needed, to the online education staff.
- L. Prepare an annual distance education report identifying the current successes and challenges of the program to focus on continuous improvement.
- M. Coordinate the College's participation in statewide and national distance education programs and professional development opportunities.
- N. Serve as the College's spokesperson both on and off campus for the College's efforts in distance education.
- O. Consult with the Director of Marketing and Senior Director of College Relations, Marketing and Recruiting to create and insure current publications, website and social media is addressing current online opportunities and services.
- P. Increase awareness of distance education methods and technologies as viable educational vehicles.
- Q. Meet attendance expectations as required for the position which may include willingness to work unusual hours including evenings and week-ends as needed.
- R. Participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.
- S. Willingness to attend various events.
- T. Evaluate and assess program needs to assist in budget preparation, as well as, negotiate with vendors to ensure cost-effective and high quality programing for the distance education program.
- U. Prepare and maintain the departmental budgets within established policies and budget parameters.
- V. Serve on college committees as assigned, as well as, chairing the Distance Education Committee
- W. Collect institutional data as needed for compliance with state and federal reporting.
- X. Identify and write grants that will enhance pedagogy, educational experiences and technology for distant educational program development.
- Y. Actively participate in college and community activities.
- Z. Complete other duties as assigned.

### **III. Supervises the Following Staff**

Work study students  
Distance Education Faculty

### **IV. Required Knowledge, Skills, and Personal Qualifications**

- A. Excellent communication skills both oral and written.
- B. An understanding of the mission and role of the comprehensive community college.
- C. Ability to stimulate motivation, confidence, and enthusiasm in faculty and staff.
- D. Ability to establish an effective rapport with a cross section of institutional staff with varying personalities and backgrounds.
- E. Ability to work in a team environment working together to accomplish goals,

- promote college image and provide excellent customer service.
- F. Superior organizational skills and ability to prioritize.
- G. Ability to respond and adapt to a complex work environment.
- H. Ability to follow established policies and work independently.
- I. Trustworthiness
- J. Within six months of the date of hire, required to maintain a physical place of residence within the CCC service area throughout their employment

### **Required Experience**

Minimum of two years' experience working in a community college is preferred.

Minimum of two years teaching experience.

Experience working in an administrative capacity, preferably in a postsecondary institution.

Experience with student outcomes assessment and the systematic review of programs, preferably in a postsecondary institution.

Experience with distance learning instruction and/or programs.

Experience in the collection, analysis, and reporting of data.

Experience in the development, implementation, and evaluation of programs.

### **VII. Required Educational Background**

A Master's Degree is required from a regionally accredited institution of higher education recognized by the U. S. Department of Education.