

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: DIRECTOR – E-LEARNING & LEARNING SUPPORT CENTERS

PAY GRADE: P-14

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for providing leadership and management of a comprehensive E-Learning program and to provide college-wide oversight and reporting for all Learning Support Centers, as well as direct supervision for the Learning Support Centers on the Ocala Campus.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Master's degree in Management, Instructional Technology or related field required.
2. Years of experience in field: Minimum of three years' full-time experience in an E-Learning related position in a higher education setting required. Experience with course management systems required. Minimum of three years in instructional technology, with emphasis on software applications.
3. Special skills or abilities related to position: Strong oral and written communication skills required, along with strong organizational and managerial skills. Ability to establish and maintain effective work relationships with faculty, students, administrators and other employees. Working knowledge of current educational technology applications.

### ESSENTIAL JOB FUNCTIONS:

1. Administer the course management system used for online, hybrid and web-assisted courses.

ESSENTIAL JOB FUNCTIONS: (Continued)

2. Supervise, schedule and evaluate E-Learning and Learning Support Center staff and Distance Learning Help Desk staff.
3. Identify areas of instructional need, develop training and provide assistance to faculty in development of online, hybrid and web-assisted courses, to include one-on-one training sessions and formal classroom training for both associates and baccalaureate degree programs.
4. Facilitate student success through developing online tutorials, providing information pages and offering face-to-face course management system orientations.
5. Coordinate technical support related to E-Learning programs, including videoconferencing, for faculty and students.
6. Manage budgets.
7. Keep abreast of emerging technologies and new software relevant to E-Learning. Work collaboratively with faculty, staff and administration in developing instructional uses of technology.
8. Direct implementation of new quality standards for E-Learning courses based on nationally recognized best-practice criteria.
9. Communicate with vendors regarding availability of e-content and course-packs for use with the course management system.
10. Serve as liaison to Student Affairs in order to assure that the Distance Learning Help Desk accurately directs students to the appropriate department or website for answers to questions about enrollment, financial aid, disability accommodations, etc.
11. Chair the college's E-Learning Committee.
12. Serve as the college's representative to the Florida Distance Learning Consortium.
13. Maintain the E-Learning files in college, state and regional information databases as needed (e.g. the statewide e-catalog of courses).
14. Develop, in collaboration with the E-Learning Committee and the Dean for E-Learning & Academic Services, the annual E-Learning Plan and compile the annual E-Learning Report.
15. Recruit tutors to support appropriate academic areas.
16. Prepare annual report for LSC, including resources, services, hardware and software usage, programs using LSC services, and all related costs.
17. Provide leadership in developing strategies to implement electronic delivery of tutorial and remediation programs.
18. Evaluate effectiveness of services.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: (Continued)

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment
- Travels around campus to offices, classrooms and other college sites

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 3, Ocala Campus

SUPERVISOR OF POSITION: Dean for E-Learning & Academic Services