

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Dean of Distance and Digital Learning	FLSA status:	Exempt
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DEPARTMENT:	eLearning	REPORTS TO:	Vice President of Instruction
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Position summary: The position is a full-time, twelve-month contract position reporting to the Vice President of Instruction. The Dean is responsible for leadership in planning, organizing, and administering the department of eLearning.

Position responsibilities:

- Support the philosophy and mission of Panola College.
- Oversee appropriate development, review, and maintenance of distance learning courses.
- Manage and provide faculty training for online instruction.
- Coordinate instructional technology support and training in course design and development, including training to address accessibility and effective pedagogy.
- Coordinate training and support in the development of multimedia and other instructional technology elements.
- Oversee testing procedures and facilities for distance learning students.
- Regularly evaluate staff personnel and report those evaluations as required.
- Coordinate and update the eLearning Faculty Handbook and other resources in accordance with the Faculty and Staff Handbook.
- Work with the eLearning department and others to update and maintain the Panola College website to ensure pages are current and compliant.
- Develop and manage the annual budget for the Department of eLearning.
- Provide reports and data to the College, including IE and assessment data.
- Collaborate with other departments to develop and implement strategic planning for the eLearning department.
- Collaborate with instructional deans to ensure compliance with policies, procedures and standards.
- Participate in distance education partnerships, consortiums, and strategic alliances beneficial to Panola College.
- Participate in grant-writing projects.
- Attend events sponsored by the College.
- Perform other duties assigned by the Vice President of Instruction.

Minimum Position Requirements:

- A doctorate degree from a regionally-accredited institution preferred (Master's required); requires a minimum of ten years' experience in progressively-responsible management positions, preferably in a college or university setting, or other relevant experience that would demonstrate the required knowledge and abilities for administrative leadership
- Must maintain any current licensure and be approved by state licensing Board.
- Must possess high ethical standards; must be able to demonstrate an open, accessible, and collaborative leadership style that encourages teamwork, promotes diversity, and is effective in work with internal and external constituents.
- Must have an interest in students academically as well as contributing to a vibrant student life environment.
- Must demonstrate a record of achievement in policy formulation, strategic planning and budgeting, project administration, complex problem solving and effective written and oral communication skills.
- Must have excellent supervisory skills, including significant experience in supervising a large, culturally-diverse team; must display a commitment to professional development, collaboration, campus-community relations, equal opportunity and diversity in support of the College's teaching and service mission.
- Experience with the accreditation process of the Southern Association of Colleges and Schools or another regional accrediting body is desired
- Criminal and credit histories may be checked.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.

- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing technological trends in distance education.
- History of successful teaching.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.