### Position Summary:
Under indirect supervision, this position reports to the Vice President of Instruction and is responsible for leadership in planning, organizing, and administering the department of eLearning.

### Position Responsibilities:
- Collaboration occurs when instructional Division Deans recommends to the Director of eLearning teaching assignments. The Director will certify the full-time and adjunct faculty has completed professional development sessions.
- Coordinate instructional technology support training to provide technical/instructional to assist faculty in the design and development of instructional multimedia, distributed learning and distance education applications.
- Work with other campus support services to meet eLearning faculty development needs.
- Initiate and participate in comprehensive distance education partnerships, consortiums, and strategic alliances beneficial to Panola College.
- Coordinate with instructional dean’s policies, procedures and standards. Faculty evaluations will be conducted for face-to-face and online classes by the instructional deans based on guidelines developed by the College.
- Develop and manage the annual budget for the Department of eLearning.
- Research, write, submit, and administer grant proposals for eLearning activities.
- Provide innovation and vision for eLearning at the College.
- Regularly review, evaluate, and revise as necessary policies and procedures of eLearning.
- Provide reports and data to the College as needed, including IE, assessment, and professional development.
- Assist in the marketing of all eLearning efforts.
- Regularly evaluate staff personnel and report those evaluations as required.
- Coordinate and update the eLearning Faculty Handbook and other resources in association with the Faculty and Staff Handbook.
- Develop eLearning schedule of classes.
- Work with the Director of Workforce and Continuing Education to offer workforce training that meets the needs of the community.
- Work evenings or weekends and out of town travel may be periodically required.
- Support the philosophy and mission of the College.
- Perform all other duties as assigned.

### Minimum Position Requirements:
- A Bachelor’s degree from a regionally accredited institution with at least two years of effective experience required; Master’s degree in related field preferred.
- 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.

### Knowledge, Skills, and Abilities Required:
- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include 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 trends (video, voice, data, and computing technologies) in distance education.
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 50 pounds.
- No or very limited exposure to physical risk.