

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Director of eLearning	FLSA status:	Exempt
-------------------	-----------------------	---------------------	--------

DEPARTMENT:	eLearning	REPORTS TO:	Vice President of Instruction
--------------------	-----------	--------------------	-------------------------------

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:

- Oversee operation of distance education instruction, including Panola College online, hybrid, and Interactive Television courses, and courses provided through the Virtual College of Texas.
- Coordinate faculty training in educational technology related to the design and development of instructional multimedia, distributed learning and distance education applications.
- Document staff professional development, in collaboration with instructional Deans.
- Initiate and participate in distance education partnerships, consortiums, and alliances beneficial to Panola College.
- Develop and manage the annual budget for the Department of eLearning.
- Research, write, submit, and administer grant proposals for eLearning activities.
- Review, evaluate, and revise policies and procedures of eLearning as needed.
- Provide reports and data to the College as needed, including IE, assessment, and professional development documentation.
- Evaluate department personnel and report evaluations as required.
- Coordinate and update the eLearning Faculty Handbook and other resources; ensure resources are in compliance with the Faculty and Staff Handbook.
- Assist with the development of the schedule of classes related to distance education.
- Collaborate with the Director of Workforce and Continuing Education to develop community training related to distance education.
- Support the philosophy and mission of the College.
- Maintain confidentiality of student and instructor records/information and procedures.
- 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 and contribute to a vibrant student life environment.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Availability for evening and weekend work and out of town travel if needed.
- 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 keep student and faculty information confidential.
- Interest in 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.