

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Director of Distance & Digital Learning	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Distance Learning	<b>REPORTS TO:</b>	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 Director is responsible for leadership in planning, organizing, and administering the department of Distance Learning.

**Position responsibilities:**

- Support the philosophy and mission of Panola College.
- Establish and supervise general operating procedures of the Distance Learning department.
- Coordinate and update the Distance Learning Faculty Handbook and other resources in accordance with the Faculty and Staff Handbook.
- Oversee appropriate development, review, and maintenance of Distance Learning courses.
- Serve as administrator of the Learning Management System, overseeing administrative and technical support for students, faculty, and staff.
- Serve as Webmaster for the Panola College website, managing site development, maintenance, and operation.
- Maintain Distance Learning webpages and updates of the Distance Learning section of the Panola College Catalog.
- Coordinate instructional technology support and training in course design and development of online, hybrid, and web-enhanced courses, including training to address accessibility and effective pedagogy.
- Coordinate training and support in the development of multimedia and other instructional technology elements.
- Collaborate with instructional deans to ensure compliance with policies, procedures, and standards.
- Assist with evaluation and oversight of Distance Learning courses to ensure that they meet guidelines and standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and Texas Higher Education Coordinating Board (THECB).
- Participate in distance education partnerships, consortiums, and strategic alliances beneficial to Panola College.
- Collaborate with colleagues at Panola College and at other colleges and organizations to research, interpret, and apply best practices in Distance Learning.
- Serve as Chair of the Distance Learning Committee.
- Serve as the institutional representative for the Distance Learning department with the THECB and SACSCOC.
- Represent the college on various institutional committees and events.
- Develop and manage the Distance Learning department budget, including processing and approving departmental purchases.
- Supervise and evaluate Distance Learning department staff.
- Oversee academic testing for online and hybrid classes in face-to-face testing centers and with online proctoring services.
- Supervise selection, inventory, and maintenance of Distance Learning departmental equipment and supplies.
- Develop, manage, and act as a resource for grants related to Distance Learning.
- Apply excellent supervisory skills and display a commitment to professional development, collaboration, campus-community relations, equal opportunity, and diversity in support of the College's teaching and service mission.
- Foster a cooperative and inclusive work environment.
- Maintain confidentiality of student, faculty, and staff records/information and procedures.
- Other duties as assigned.

**Minimum Position Requirements:**

- Bachelor's degree in educational technology-related discipline required.
- Experience managing course delivery systems.
- Experience with web authoring tools, content management systems.
- Competence in Microsoft/Google applications.
- Experience in providing professional development/training.
- Experience hosting video conferences.
- Experience managing a departmental budget.
- Teaching and supervisory experience preferred.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Knowledge of effective design principles for online instruction, including Universal Design for Learning.
- Knowledge of online accessibility requirements.
- Ability to train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to adapt to new technologies and to learn new systems.
- Ability to develop, proofread, and maintain webpages and website functions.
- Ability to translate technical terms for less-experienced technology users.
- Ability to work independently and coordinate multiple, simultaneous projects and tasks.
- Willingness to assist in all Distance Learning department assignments as needed.
- Ability to foster a cooperative work environment.
- Ability to work effectively with an unpredictable daily schedule.
- Ability to keep student and faculty information confidential.
- Ability to work with a diverse student and faculty population in a fast-paced environment.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment, computer lab, or classroom
- Limited physical effort required; employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.