

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Educational Technology Coordinator	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Distance Learning	<b>REPORTS TO:</b>	Dean of Distance and Digital Learning
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**Position summary:** Under indirect supervision, this position is responsible for increasing College and student success through effective use of technology. The Coordinator is responsible for the Learning Management System (LMS) and all technologies and training necessary to support Distance Education, and serves as VCT Coordinator. This position reports directly to the Dean of Distance and Digital Learning and assists with distance education and educational technology-related activities.

**Position responsibilities:**

- Train and support personnel in use of educational technology applications, online accessibility requirements, and effective course design strategies.
- Train and support personnel in use of Learning Management System (LMS)
- Assist in mentoring new distance education faculty.
- Assist faculty in the design and development of online courses and resources using educational technology applications.
- Design and maintain faculty, staff, and student training modules in the Learning Management System (LMS).
- Coordinate and provide support of LMS and other Distance Learning-related software with host/vendor tech support services.
- Provide student orientation to the LMS, online and face-to-face.
- Provide face-to-face, phone, and online LMS support for students, including nights and weekends if needed.
- Assist with development and maintenance of the Panola College website.
- Research new technologies related to distance education and provide staff training in use of relevant applications.
- Research and facilitate adherence to intellectual property rights related to distance education.
- Collaborate with Information Technology Services (ITS) as needed.
- Act as VCT Coordinator.
- Support other campus departments and area high schools in activities related to distance education.
- Collaborate with Dean to develop and implement long-range plans and strategies for distance education.
- Assist with plans for improving student satisfaction, retention, and learning.
- Prepare and maintain documentation related to position and Distance Learning department.
- Assist in grant activities as needed.
- Maintain confidentiality of student and instructor records/information and procedures.
- Perform 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.
- Teaching 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 and/or ITV lab.
- Limited physical effort required; employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.