Job Description

PimaCommunityCollege

Position Title: Director, Online Faculty Experience & Innovation

Job Family: Faculty Affairs   Job Level: Director

FLSA Status: Exempt   Salary Grade: 09

Position Summary:

The Director of Online Faculty Instructional Learning is responsible for leading and directing strategic planning, administration, and coordination of faculty development for online, college-wide teaching and design practices which serve to advance student engagement, persistence, completion, and success across all online and D2L-connected courses. This position works closely with the Dean and Vice President of Distance Education, the PimaOnline Leadership team, Academic Technologies, Instructional Technologies, and the Teaching & Learning Center.

The Director of Online Faculty Instructional Learning provides vision and leadership around PimaOnline and College innovation projects as assigned which advance teaching and program excellence. These involve cross-college collaboration, strategic planning, budgetary planning, data-gathering and evaluation, emerging technologies, oversight supervision of student workers, publicity, and college-wide communication.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops, implements, and monitors PimaOnline's faculty development goals to align with College initiatives, the Center for Learning Technology, etc. Designs faculty development services in response to faculty development needs, standards, and emerging technologies which advance student engagement, persistence, completion, and success across all online and D2L-connected courses.

2. Designs, implements, evaluates, and continuously improves College's certificated faculty development course series and new course creation advancing learner-centered, tech-enhanced practices that aim to bridge the digital divide.

3. Oversees the PimaOnline Faculty Guide website, a multi-editor repository addressing the needs college faculty across all modalities as it relates to online pedagogy, instructional design, web-enhanced teaching, D2L Brightspace, academic technologies, accessibility, guidance around virtualization, effective communication, and emerging innovation, compliance, and equitable teaching practices (AI, OER and affordability, RSI, etc.).

4. Assesses, designs, and manages development and administration of professional development and training curricula. Leads innovative curriculum initiatives across College and within PimaOnline that advance innovative, equitable online teaching and design which address the learning needs of first-generation, economically disadvantaged, disabled and historically marginalized students.

5. Drafts written communication, documents, guides, etc. connected with PimaOnline's faculty development services and resources. Drafts press releases in recognition of PimaOnline milestones to promote faculty development initiatives.

6. Performs outreach to other colleges, vendors, and partners to address shared problems and find solutions.

7. Represents PCC internally and externally at events, meetings, and committees. Provides consultations or presentations to address complex program, educational, and legal concerns.

8. Researches, contacts, and evaluates external vendor services and/or products to fulfill college and departmental needs. Works with internal/external partners to support technology integrations.

9. Collaborates with internal stakeholders to review key metrics to determine departmental and college success. Evaluates, monitors, and improves processes, procedures, and standards for online faculty development.

10. Leads collection of faculty development data and prepares a variety of complex reports, statements, and communications; provides analysis and recommendations based on synthesized data related to online faculty development.

11. Reviews, revises, and designs new faculty-training courses to support continued continuing education pathways for faculty which advance learner-centered, tech-enhanced practices that aim to bridge the digital divide. Ensures effective faculty development course improvement and resource creation for faculty development.

12. Develops an action plan and develops an operational approach relating to the design overhaul and deployment of professional development product sequencing and services.

13. Participates in professional development and research to stay abreast of new developments in faculty development, learning management systems, and connected educational technologies, and the equitable teaching practices that impact our students (AI, OER and affordability, RSI, etc.).

14. Collaborates with ADR, Marketing, and Videography to design accessible resources for teaching.

15. Responds to questions related to faculty development, online technologies(our learning management system and third-party technologies), pedagogical practice and connected innovation.

16. Manages PimaOnline Educators conference which includes guiding a team of cross-department staff in helping to create award-winning experiences. Plans, prepares, designs, and organizes yearly PimaOnline Educators' conference.

17. Manages custom workshops and training offered college-wide. Administers faculty development request forms working with academic technologists and PimaOnline staff. Assesses faculty development needs and provides custom workshops.

18. Builds and maintains working relationships with internal stakeholders to develop a shared approach to college-wide faculty development needs across all modalities.

19. Guides staff in special projects. Initiates, guides, and supports projects involving PimaOnline as assigned. Ensures that any assigned staff including work-study employees and high-school student interns are trained.

20. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of administrative procedures and practices
- Knowledge of advising and counseling practices
- Knowledge and application of various instructional methodologies

- Knowledge of internal and external customer service principles and practices
- Knowledge and application of organizational and time management principles
- Knowledge of principles and methods for promoting programs and services
- Knowledge of project management principles
- Knowledge of computer and network operating systems
- Skill in public speaking
- Skill in analyzing data and drawing conclusions
- Skill in program development and process improvement
- Skill in project management principles, processes, and techniques
- Skill in budget/resource management
- Skill in team building
- Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
- Ability to develop and maintain effective and positive working relationships
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to adapt to a rapidly changing technical environment

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling, and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance, and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelors in Higher Education, Information Technology (IT), Instructional Design, Pedagogy, or a closely related field of study required.
- Two (2) years of instructional design experience required.
- Five (5) to Eight (8) years of related experience with andragogy educational development, higher education teaching experience required.
- Ten (10) years of related experience with andragogy educational development, higher education teaching experience preferred.
- Master's in Higher Education, Information Technology (IT), Instructional Design, Pedagogy, or a closely related field of study preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License