Job Description

PimaCommunityCollege

Position Title: Director of Center for Learning Technology

Job Family: Academic Affairs   Job Level: Director

FLSA Status: Exempt   Salary Grade: 09

Position Summary:

> The Director of Center for Learning Technology leads strategic planning, budget planning, and manages the staff and processes of the Center for Learning Technology. Evaluates the operational efficiencies and writes maintains the CLT Operations Manual. Selects, assesses, and evaluates potential technology. Collects departmental data for informed decision making relating to the strategic plan. Implements continuous improvements for online education.

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. Manages the Center for Learning Technology in PimaOnline. Leads long and short-term strategic planning efforts. Responds to college audience regarding questions related to CLT process, course developments, planning, innovations, and other topics.

2. Supervises and evaluates staff. Completes staff training and coaching for any staff on performance improvement plans.

3. Administers, evaluates, and completes formal review of course development projects. Oversees course development projects each semester. Completes formal review of select course development.

4. Reviews, suggests, and selects new technology integrations. Monitors, evaluates, and implements continuous improvement processes.

5. Initiates the outside contract creation for specified vendors; facilitates contracts to completion. Assesses contract processes and products to ensure compliance with Higher Learning Commission (HLC) and American with Disabilities Act (ADA) regulations.

6. Develops, implements, and monitors annual organizational goals that align with the Center for Learning Technology in PimaOnline.

7. Updates and maintains the CLT Operations Manual to ensure alignment with College mission, vision, values and goals.

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

Knowledge, Skills, & Abilities:

1. Knowledge and application of various instructional methodologies
2. Knowledge of computer and network operating systems
3. Knowledge of internal and external customer service principles and practices
4. Knowledge of principles and methods for promoting programs and services
5. Skill in budget/resource management
6. Skill in organization, coordination, and management
7. Skill in people leadership and supervision
8. Skill in verbal and written communication with the ability to explain technical concepts to audiences with a wide range of technical skills
9. Skill in positive, productive, and flexible customer service
10. Ability to adapt to a rapidly changing technical environment
11. Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results

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.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.
- Institutional Leadership: Provides the opportunity to provide leadership across the institution. Leading by example and supporting team building.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

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

- Bachelor's degree in related field required.

- Master's degree in Instructional Design or a closely related field of study preferred

- Five (5) to eight (8) years of related experience with online learning required.

- Eight plus (8+) years of related experience preferred

- Three (3) plus years of supervisory experience.

  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 a 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

- Some evening or weekend work hours