



## JOB DESCRIPTION

<b>JOB TITLE:</b> Distance Education Coordinator / Instructional Design Specialist	<b>FLSA:</b> Exempt
<b>Department:</b> Distance Education	<b>Date:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C-42
<b>Reports To:</b> Vice President of Instruction	

### Job Summary

Under direct supervision of the Vice President of Instruction, the Distance Education Coordinator is responsible for the development and operation of the College's Distance Education and selected off-campus programs. The Distance Education Coordinator works with faculty and staff to promote distance education, alternative distance learning delivery methods, develop online courses and provide student and faculty support services in the areas of instructional design/ technology.

### Essential Functions

- Ensures compliance with licensing and copyright laws and regulations;
- Supports instructional design for faculty teaching on-campus and distance learning courses including development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices;
- Determines program costs and works with appropriate College offices to arrange access to distance learning materials, programs, and appropriate student services;
- Coordinates and implements instructional design projects from inception to completion;
- Directs faculty development activities in the design / production of learning materials in a variety of formats which would include print, graphics, audio, video, animation and multimedia to support teaching and learning, and college information needs;
- Directs College activities to export and import distance education courses through collaborative initiatives, such as the Virtual College of Texas and the Galveston County Community College Consortium;
- Provides assistance to faculty in the selection of electronic delivery methods and effective uses of multimedia;
- Manages the evaluation process of Distance Learning support services and operations;
- Designs, develops, and delivers workshops and online training to faculty and staff in the use of instructional technologies and educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning;
- Works with College community in scheduling Distance Learning courses;
- Develops and manages the annual Distance Learning budget;
- Develops and provides technical resources to support College outreach activities and distance learning courses, such as online course management systems and videoconferencing;
- Evaluates, processes and implements video teleconference programs and services for faculty, staff, and external groups by providing reports, assessments and other evaluative information;

- Initiates, evaluates and recommends entrepreneurial opportunities related to the College mission and drafts contract proposals and monitors projects when necessary;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

**Minimum Education, Skills and Abilities**

- Master’s degree in Information Technology, Instructional Design, Distance Education or related field and one to two years experience in Higher Education or an equivalent combination of education and experience;
- Effective organizational planning, communication and interpersonal skills;
- Knowledge of adult learning theory and skill in the area of integrated software systems and Microsoft Applications;
- At least two years work experience to include instructional design, curriculum development, web development (including HTML coding, JAVA scripting, forms development, and multimedia production) and/or post-secondary teaching;
- Skill in establishing and maintaining effective working relationships with students, faculty, staff and the public;
- Must possess required knowledge, skills, abilities and experience and be able to explain, demonstrate, facilitate and model the essential functions of the job to ensure quality customer service;
- Possess the ability to think “outside the box” and to lead and manage change in a positive and inclusive manner and work effectively with ethnic, cultural and diverse student population.

**Work Environment**

- Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).

**Special Requirements**

- Ability to travel to meetings and conferences related to Distance Learning;
- Ability to meet a flexible work schedule, if necessary;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date