

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2019**

DIRECTOR CENTER FOR E-LEARNING

FLSA STATUS: EXEMPT - PAY GRADE: 25 - P

**JOB FAMILIES: MULTIMEDIA/GRAPHIC DESIGN
JOB FUNCTION: COMMUNICATIONS**

GENERAL STATEMENT OF JOB

The Director of eLearning Services oversees and manages the Center for eLearning Department to plan, analyze, design, develop, implement, and facilitate the evaluation of online programs/courses and eLearning projects that interface/support institutional mission, goals, and strategic plan. The direction includes, but is not limited to, grants development, instructional program development and management, curriculum development, corporate training, and collegewide initiatives that promote the growth and development of online and workforce programs as well as eLearning project contracts.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Ensure a thorough understanding of the design needs, scope, and timeline for all activities of the Center for eLearning, including instructional design, multimedia, administrative operations and support for the design and development of courses which can be delivered in all modes (face-to-face, blended and fully online), using the latest findings in the fields of learning, motivation and technology.

Work with other College departments to review and evaluate business plans and requests for online development; prioritize, plan and implement timelines for program/course development ensuring ongoing communication with both internal and external clients.

Gather and use data about the effectiveness of online design choices, student evaluations, student interactions, and existing literature in the field that informs instructional strategies leveraged in the design process.

Establish high standards for working collaboratively with faculty, promoting innovation that makes a positive difference in the students' learning experience and their educational achievement, and timely completion of assigned projects to keep programs moving forward to planned launch dates.

Manage and lead development of online corporate training contracts and projects, working in concert with other College departments and programs, as appropriate; ensuring the corporate training finished product meets all established standards for quality and compliance

Provide facilitative leadership and coordination to ensure consistent quality processes and standards across programs that are compliant with College regulations, policies and procedures and state and federal requirements affecting College operations.

DIRECTOR, CENTER FOR E-LEARNING

Promote the structure and approach to the work and working relationship used by each team member as well as the service focus, the ongoing professional development of staff members, and co-creative and collaborative approach to mutual supportive working approach of the team. Provide leadership and support to FSCJ Online Dean in areas related to fiscal management, budget oversight, advancement of eLearning and other technology based innovative pedagogies, and other departmental initiatives

Ensure that both FSCJ Online and the Center for eLearning are represented in strategic planning for educational technology, learning management tools and resources, and general technology evaluation to ensure that the needs of online students and faculty are considered.; Ensure that team members are kept current and actively explore new options and models through well-respected national organizations and the like.

Oversee all recruitment, selection, hiring and training of Center for eLearning staff, including determining needs for external training or supplemental learning resources; supervise and evaluate personnel assigned to the Center for eLearning.

Perform other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

A master's degree in instructional design, educational technology, curriculum and instruction or related field from an accredited institution supplemented by a minimum of eight (8) years of project management and/or supervisory experience in higher education or training focused environment.

PREFERRED QUALIFICATIONS

Doctoral degree or ABD from an accredited institution in, instructional design or related field supplemented by five (5) years of relevant work in higher education setting. Completion of the doctorate may be substituted for up to two years of experience. A substantial record of incremental leadership experience in education.

Extensive knowledge of the applications of learning and motivation research and theory (with emphasis on the online learning and teaching) and technology in support of adult learning. Extensive experience teaching/developing online courses. Strong background in development and use of multimedia.

DIRECTOR, CENTER FOR E-LEARNING

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages, and possess an understanding of fundamental statistical methods.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

DIRECTOR, CENTER FOR E-LEARNING

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Revised: 6/19