

## **DIRECTOR OF DISTANCE LEARNING**

### **GENERAL STATEMENT:**

Serves as the lead administrator for the distance learning programs of the College and provides training and supervision in coordination with the assistant vice presidents to faculty teaching distance learning courses.

### **REPORTS TO:**

Vice President of Instruction

### **OCCUPATIONAL GROUP:**

Professional, Non-Faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree in teaching discipline.

#### **LICENSE OR**

#### **CERTIFICATION:**

None

#### **EXPERIENCE:**

Five (5) years of work experience in a position with leadership and managerial responsibilities preferably in administering college-level academic or occupational programs.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- To supervise and coordinate the distance learning programs of the College.
- To work closely with the academic and workforce Associate Vice Presidents in the areas of personnel supervision, curriculum development and revision, budget development and oversight, scheduling, and program and personnel evaluations.
- Directs the efforts to identify new distance learning course materials, evaluates their appropriateness for TVCC use, and disseminates materials to faculty.
- To assist in the recruitment of full-time and part-time personnel teaching distance learning courses.
- Supervise, evaluate and remediate faculty in the creation and delivery of distance learning courses.
- To assist with the professional development of full-time and part-time distance learning faculty.
- To make recommendations concerning curriculum additions, deletions, and revisions for the distance learning program.
- To assist the Associate Vice President of Academic Affairs in publishing the schedule of classes for all campuses each semester.
- To supervise the preparation of the budget for the distance learning program.
- To supervise budget expenditures.
- To supervise the evaluation of instruction in the distance learning program.
- To assist with the implementation of policies and directives mandated by the Texas Higher Education Coordinating Board concerning distance learning courses and programs.
- To assist in the calculating of faculty workloads and recommend additional compensation for extra teaching in the distance learning program.
- To assist in the preparation of Special Assignment Agreement Forms for full-time and part-time faculty teaching in the distance learning program.
- To assist with the administration of academic concurrent classes taught in area high schools.
- To assist with the scheduling and supervision of distance learning classes taught in the Texas Department of Criminal Justice units.

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- Directs college activities to export and import distance education courses through collaborative initiatives, such as the Virtual College of Texas and the Educational Service Centers Region VII and X and coordinates appropriate faculty and student support services.
- To serve as the College's VCT Coordinator for the Virtual College of Texas.
  - Serves as the VCT point of contact for students, the VCT state operation/office, other colleges, departments/offices within TVCC.
  - Refers students to appropriate departments/offices to address specific issues and problems outside the parameters of routine VCT administrative operations.
  - Monitor VCT activities/issues to ensure that they are accomplished/addressed by appropriate parties.
  - Facilitate/monitor/manage/accomplish website processes: creating course schedules; ensuring faculty qualifications are accessible online; selecting courses to Host; reserving spaces in courses selected for hosting; paying Provider invoices; invoicing Host colleges; ensuring timely attention to Day of Record and Final Grade Reports; maintaining current information/data at the VCT website.
  - Represent the college in statewide VCT meetings.
  - Provide evaluative feedback to VCT operations
- To assist with facilities planning for distance learning.
- Other duties as assigned by the Vice President of Instruction.

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office environment.

*The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*All TVCC positions are security sensitive and require a criminal background check.*

*Approved: 3/1/04*

*Revised: 5/15/12*

JD346