Associate Dean of Instruction and eLearning

Department: Academic Affairs   **Job Status:** Full Time

FLSA Status: Exempt   **Reports To:** Vice President of Academic Affairs (VPAA)

Travel: As needed   **Positions Supervised:**

The Associate Dean of Instruction and eLearning is responsible for providing overarching leadership to the design, quality development, delivery, and assessment of courses offered in all eLearning delivery formats including fully online, hyflex, blended, and video conferencing. This position will also collaborate with the catalog manager to assist the VPAA in oversight of program scope and sequences.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Assist the VPAA to establish policies and procedures to ensure the delivery of high-quality instruction across all modalities, especially eLearning.

- Responsible for communicating eLearning initiatives to college stakeholders and will partner with various groups within the college community, such as Information Technology, the Learning Center, division chairs and program directors, and enrollment management to ensure equitable student experiences across modalities of learning.

- Evaluate, assess, and implement technology solutions to support instructional and support services for existing and emerging learning environments including developing metrics and tools to track student success and retention in online, hybrid, and blended courses.

- Collaborate with faculty and staff to ensure best practices in the design and delivery of courses and programs, particularly eLearning modalities.

- Provide support to the design, implementation, and continuous improvement of courses, programs, and faculty on-boarding processes.

- Collaborate with the division chairs, program directors, and VPAA to build the course schedule.

- Serve on the state system-level eLearning Advisory Council and other relevant system initiatives, i.e. inter-institution course sharing.

- Ensure compliance with regional accreditation and regulatory standards related to distance learning (i.e. NWCCU and NC-SARA).

- Ensure accessibility in compliance with Disability Support Services and Americans with Disabilities Act in partnership with MCC DSS/Learning Center.

- Develop and implement Key Performance measures that evaluate the quality and effectiveness of eLearning support services for faculty and students.

- Provide strategic leadership in the design, implementation, and continuous improvement of eLearning programs, courses, and related services. Including ensuring eLearning's strategic alignment with the College's mission. Develops operational and unit plans in support of the College's strategic plan.

- Review and manage eLearning related budgets in collaboration with IT and Academic Affairs. Prepare, monitor, and ensure spending within the budget allocation. Identify future resource needs necessary to meet eLearning objectives.

- Develop and implement effective faculty certification programming and on-going professional development to ensure quality of eLearning instruction.

- Develop and implement an ongoing evaluation of eLearning course design and delivery. This position provides course design and delivery evaluation feedback to faculty.

- Provide administrative leadership and management for the college's LMS, online education platforms, and related applications in collaboration with Information Technology. Collaborate with IT to ensure that appropriate technical support for the LMS and related academic technologies is provided to students, faculty, and staff.

- Manage day-to-day operations of the eLearning Department (currently this position is the entire department). Serve as the main point of contact for eLearning for course design or redesign process requests.

- Lead the effort to assess and build student readiness for online learning with other stakeholders (e.g., faculty and Student Services). Design and maintain SOAR (Student, Orientation, Advising, and Registration) LMS content.

- Develop effective outreach and communication campaigns to increase student awareness and engagement in eLearning support services.

- Assist VPAA regarding full-time and part-time faculty evaluation process and gathering feedback for improvement.

POSITION QUALIFICATIONS
Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- Attendance/Punctuality - Is consistently at work and on time.

- Business Acumen - Understands basic business practices.

- Change Management - Communicates changes effectively.

- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.

- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.

- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

- Initiative - Seeks increased responsibilities; Takes independent action.

- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.

- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.

- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works efficiently.

- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.

- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.

- Assessment – Assesses annual performance and works closely with the institutional research and enrollment management team.

SKILLS & ABILITIES
Education: Bachelor's degree in related field required, Master's preferred

Experience: Two to four years' experience with online instruction and curriculum development. Two-year or community college teaching experience preferred. Experience using a Learning Management System (i.e. Canvas, Black Board, etc.)

Other Requirements: Proven skills in database management, Microsoft Office software, and communication to include written and verbal presentations, phone exchanges, and electronic correspondence.

REVIEWED BY (SUPERVISOR SIGNATURE)   **DATE**

REVIEWED BY (EMPLOYEE SIGNATURE)   **DATE**

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.