



LEECH LAKE TRIBAL COLLEGE

POSITION TITLE: Distance Education Coordinator and Technology Instructor

DEPARTMENT: Academics

REPORTS TO: Dean of Instruction

CLASSIFICATION: Exempt

ESTABLISHED: November 14, 2011

PRIMARY FUNCTION:

Under direct supervision of the Dean of Instruction, the Distance Education Coordinator Technology Instructor is responsible for the development and operation of the College's Distance Education. The 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 instructional design/technology. This position will be responsible to teach 2-3 technology courses per semester.

ACCOUNTABILITY:

This position is required to work full time (40 hours or more per week) and be accountable for being at work between the hours of 8:30 am and 4:30 pm. This person must be accessible for both students and public during the times established as directed by the Dean of Instruction. This person will maintain records and files as appropriate to the needs of the department and as directed by the Dean of Instruction.

ESSENTIAL RESPONSIBILITIES: Essential and other important responsibilities and duties may include, but are not limited to, the following:

Distance Education Responsibilities:

1. Manages and oversees the development of distance learning support service and operations.
2. Supports instruction design for faculty teaching online and distance learning courses including development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices.
3. 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.
4. Apply instructional design theory and the appropriate utilization of instructional technology tools, and media to enhance learning and interaction.
5. Participating in the design, development, and maintenance of learning technology materials and applications including storyboards and project plans.
6. Plan, create, develop and support distance learning initiatives and provide technical expertise for the programming of online content.
7. Analyzing learning and technology needs and partnering with subject matter experts to develop technical designs and correct deliver method, I.e. Moodle, SCORM, Flash AJAX, Common Cartridge, streaming media, wikis, blogs, collaborative or social networking tools etc.

8. Direct 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.
9. Develop web-sites, Construct & complete hybrids and fully online courses within major Learning Management Systems such as WebCT and Moodle.
10. Work closely with other departments to assist with the development and coordination of assigned project initiatives, new distance education degree programs, budget development and strategic planning.
11. Assists with the collection and reporting of data related to the college, ITV, online enrollments, demographics, credit hours, registrations, assessment and other criteria.
12. Develop templates, graphic and audio/visual materials for use in on-line learning models.
13. Analyze costs of distance education project, degree programs, develop strategic and long rang plans.
14. Assist with maintaining and improving the academic outreach and support services.
15. Completes and returns information, data, semester enrollments and completion rates of online and ITC courses.
16. Collaborates with deans, department chairs, faculty, library and bookstore to schedule courses. Facilities required textbooks and material needed for online and IT courses with the bookstore.
17. Assists with the development, implementation, maintenance, and assessment of marketing and advertising plans for the college and online programs and courses.
18. Leads the efforts to extend the reach of the college through online and off-site educational opportunities.

Faculty Responsibilities:

- 1) Faculty are expected to teach the agreed number of credits per semester.
- 2) Faculty are required to attend:
 - a. Faculty orientation at the beginning of the fall semester,
 - b. Faculty Curriculum Committee meetings which meet bi-weekly throughout the school year,
 - c. Tribal College graduation ceremony at the end of the school year, and
 - d. All classes each semester; arrange for a substitute instructor in the event of your absence (all absences must be approved by the Dean of Instruction and your Department Chair).
 - e. Other meetings as requested by your Department Chair or the Dean of Instruction,
- 3) Faculty are required to submit:
 - a. Course syllabi and office hours with the Department Chair and Dean of Instruction by required dates
 - b. Final semester grades by the required semester-end dates.
 - c. Student attendance reports in the required format at the required time.
 - d. Any other information required by the class standards.
- 4) Faculty must maintain office hours for students for tutorial assistance, academic advising, or assisting with student organizations such as Student Senate.
- 5) Faculty must abide by the Faculty Handbook and LLTC policies.
- 6) Faculty must participate in program or grant reporting, assessment and/or evaluation as required.
- 7) Applying instructional design theory and the appropriate utilization of instructional technology, technology tools, and media to enhance learning and interaction.
- 8) Teach 3-6 credits in Information Technology per semester.

Other Responsibilities:

1. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.
2. Serves on various college committees and participates in professional organizations as appropriate to assignment.
3. Performs other related duties as required or assigned.

EXPERIENCE/ REQUIREMENTS:

- ❖ Knowledge of and commitment to the mission and goals of LLTC;
- ❖ Experience developing and supporting online learning and other learning technologies, including storyboarding, the use of graphics, digital photography, and audio visual materials to develop engaging courses.
- ❖ Knowledge of distance learning applications and using appropriate instructional technologies.
- ❖ Working knowledge of videoconferencing and web based educational delivery systems.
- ❖ Proficient in multi-media/Web course development using Learning Management Systems such as WebCT, Blackboard and Moodle.
- ❖ Proficient with Web markup languages including HTML, XML, and Cascading Style Sheets.
- ❖ Proficient with development packages such as Adobe Flash, Adobe Photoshop, Adobe Illustrator, and similar packages.
- ❖ Knowledge of adult learning theory and skill in the area of integrated software systems and Microsoft applications.
- ❖ Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities.
- ❖ Demonstrated competence in strategic planning and evaluation.
- ❖ Demonstrated effectiveness in leading and motivating staff in a collegial and shared higher education environment.
- ❖ Effective verbal and written communication.
- ❖ Willingness and ability to embrace, learn, and teach new and expanding technologies.

SKILLS/ABILITIES:

- ❖ Technical skills such as experience in programming languages such as C++ and Java.
- ❖ Ability to keep up to date with new, rapidly changing Internet technologies.
- ❖ Ability to use FTP to transmit pages to the server.
- ❖ Ability to work in a team setting and manage priorities of multiple internal clients.
- ❖ Ability to effectively use problem solving and analytical skills.
- ❖ Ability to configure and manage the operations of the web server.
- ❖ Ability to cooperate and compromise.
- ❖ Organizational abilities and knowledge and understanding of classification principles and systems.
- ❖ Ability to communicate effectively verbally and in writing.
- ❖ Ability to work well alone, in teams and with others.
- ❖ Ability to prioritize, set and meet goals, and be flexible.
- ❖ Ability to work effectively as a team member of LLTC.
- ❖ Ability to provide outstanding quality customer service and support to the LLTC and all stakeholders.

EDUCATION:

Bachelor degree in Computer Science or related field and two (2) years experience working in an academic or distance education environment. A Master's in disciplined area is preferred and/or having a minimum of 18 graduate hours in discipline will be considered.

Experience in presentation tools and providing support in an academic environment. Excellent written, interpersonal, and communication skills are essential. Must be highly organized, creative and cable of making a positive contribution to a team-based organizational environment.

LICENSES AND OTHER REQUIREMENTS:

Valid Minnesota driver's license and current auto insurance.

Employee Signature_____ Date_____