

DIU — Director of Distance Education POSITION DESCRIPTION

JOB TITLE

Director of Distance Education (DE)

PRIMARY FUNCTION

Plan and provide leadership for DIU's synchronous and asynchronous distance education initiatives, learning delivery systems, facilitate the adaptation of curriculum for delivery via DE technologies, and work with the DE and IT staff to deliver courses utilizing distance learning technologies.

AUTHORITY

Appointed by and responsible to the Dean of Academic Affairs; oversees the functions of the distance education program.

MAJOR DUTIES AND RESPONSIBILITIES

1. Work in coordination with DE Instructional Designer/DE staff /IT to facilitate, train, coach, and oversee the DE course development and design.
2. Coordinate faculty and staff training regarding DE pedagogy, DE best practices, use of hardware/software, etc.
3. Assist the administration in periodically reviewing, developing, and implementing distance education policies and procedures as needed.
4. Provide guidance in standardizing DE courses and best use of Canvas tools.
5. Use information gleaned from End of Course Surveys, Help Desk requests and faculty feedback to address and resolve issues that arise.
6. Oversee and ensure compliance with educational and professional Distance Education standards as stated in DIU guidelines/policies and in compliance with accreditation guidelines.
7. Manage the DE budget. Research funding opportunities for DE including support for non-profits and pursuing grant opportunities.
8. Participate in the implementation of DIU's 5-year Quality Enhancement Plan, "DEEP (Distance Education Enhancement Project) and ongoing assessment of DE quality and best practices.

SUPERVISORY RESPONSIBILITY

Assign duties and evaluate work in accordance with delegated authority for the DE department. Currently, there are two reports in DE, the Instructional Designer and Coordinator of Distance Education Course Development.

COMMUNICATIONS

Internal

Regular contact with the Academic Dean, DE personnel, faculty, and IT department

External

Frequent contact with officers within the educational community or government agencies.

Student Contact

Occasional contact with students.

JOB SPECIFICATIONS

Education / Experience

Bachelor's degree required in education, instructional technology, distance education, computer science or a related field. Recent experience working with faculty in the post-secondary level. Experience in integrating technology and the learning process preferred. Expertise in the use of computers and software in instruction.

Job-related Skills

Strong organizational and project management skills. Strong problem solving, oral and written communication skills and the ability to communicate technical concepts to non-technical persons. Committed to DIU's mission, values, goals, and strategic initiatives.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the staff in this job. Staff members may be requested to perform job-related tasks other than those specifically presented in this description.