

TEXAS STATE TECHNICAL COLLEGE

JOB DESCRIPTION

Title: Director of Distance Education

Reports To: Associate Vice President for Student Learning

Position Code: DDED

Department: Distance Learning

EEO Type: PR

Effective Date: 7-24-97

Revision Date: 02-03-04

Pay Grade: H

FLSA: Exempt

ORP Elig: Y

A. General Description:

The Director of Distance Education will coordinate all matters related to Interactive Video (ITV) and online course offerings at TSTC Harlingen. He/she will work closely with TSTC partners, faculty, staff and students to ensure consistent quality of the distance education program. The Director will ensure that all policy and procedure are in place and updated as required by all governing and accreditation authorities including the Southern Association of Colleges and Schools (SACS) and the Texas Higher Education Coordinating Board (THECB).

B. Duties and Responsibilities:

a. Essential Functions

Facilitate Interactive Video (ITV) course offerings with area high schools, including recruitment, registration, scheduling, book acquisition, and student end-of-course surveys.

Coordinate all Virtual College of Texas (VCT) course offerings, including online orientation, census day rosters, testing, instructional fee payment, final grade rosters, and student end-of-course surveys.

Coordinate Distance Education activities with all TSTC Harlingen departments, including but not limited to the Offices of Admission and Records, Bookstore, Business Office, Collaborative Projects, Counseling and Testing, Curriculum, Financial Aid, Instructional Development, Instructional Administration, Learning Resource, Student Success, Support Services, Information Systems, and all Instructional Departments.

Update and maintain the Department's Assessment Plan, Unit Action Plan, DL Institutional Plan, DL Policy and other documentation as required by SACS, THECB, and TSTC Harlingen college administration.

Maintain consistent communication with all VCT coordinators and the Director of the Virtual College of Texas on all issues of policy and procedure.

Ensure that policies addressing ownership of materials, faculty compensation, copyright issues, and utilization of revenue derived from the creation and

production of software, telecourses, or other media products are in place.

Annually update a Maintenance and Replacement Plan for all audio/video equipment to ensure that adequate facilities are available for the delivery of instruction comparable in quality to on-campus instruction.

b. Other Responsibilities

Provide basic audio/video and telecommunication support.

Provide Distance Education Faculty with appropriate technology training and support prior to and during interactive video and/or online courses.

Ensure that all online and hybrid courses created and delivered by TSTC Harlingen conform to the technical aspects of the Principles Of Good Practice into Electronically-Based Courses as adapted by SACS using THECB Distance Education Advisory Committee "Guide for Incorporating the Principles of Good Practice into Electronically-based Courses."

Maintain partnership with the Texas Distance Learning Association TxDLA

Develop and maintain the Department of Distance Education website.

Other duties as assigned

C. Working Conditions:

Sedentary: Desk work; Routine travel to distance learning partner schools; Occasional travel to conferences. Insignificant effort other than normal movement. Minimal Hazard/Exposure: Standard office setting, Distance Learning Studio. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Experience in distance education administration preferred, including setting up and maintaining educational partnerships. Knowledge of audio/video and telecommunication is a plus.

E. Minimum Requirements of Education and Experience:

Bachelor's degree in a relevant field required. Minimum three years experience in an educational environment (preferably post-secondary) required.

Approved: _____
Supervisor