

Southeastern Illinois College

Distance Learning Specialist

(Full-time twelve-month position; SICEA position)

SALARY:	Commensurate with Experience and Education
DIVISION:	Instruction
LOCATION:	Main Campus
REPORTS:	Executive Director of Learning Commons
BOARD APPROVED:	October 23, 2018
REVISED:	April 18, 2023

POSITION SUMMARY: This exempt position provides leadership and vision for distance learning programs and courses including development and evaluation of online and interactive video courses and programs with a focus on continuous quality improvement. The position provides a wide variety of services to online faculty and students which supports and enhances the instructional process to improve educational outcomes. Responsible for maintaining and administering the College's Learning Management System. This position works with the Information Technology Department on programs and services of mutual concern. To be successful in this position continuing education is required. This is a service oriented position requiring a firm understanding of good customer service. This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that maybe be assigned.

ESSENTIAL RESPONSIBILITIES:

- Assist in planning and organizing services which support the mission of the college and its multiple educational programs both on campus and off campus;
- Schedule and prioritize projects while maintaining accurate work records of all services rendered;
- Demonstrate a commitment to continuous faculty improvement and distance learning course improvement;
- Assist faculty with the development and coordination of courses delivered through alternative modalities;
- Lead the development and delivery of faculty/staff training workshops/sessions to support educational technology activities.
- Lead the faculty in the development of quality online and hybrid courses through the effective use of instructional design and pedagogy.
- Estimate the annual distance learning and audiovisual budgets;
- Administer the learning management system including managing the student and faculty database, creating and maintaining courses-
- Oversee technical support and orientation for online students.

- Assist in monitoring interactive video course offerings at off-campus sites.
- Coordinate the purchase, installation/maintenance, and operation of videoconference classrooms and smart classroom equipment;
- Assist in the development and the revision of online curriculum;
- Attend meetings and job-related conferences as necessary;
- Coordinate complex projects effectively and efficiently;
- Serve as Southeastern's representative the ILCCO Consortium.
- Complete other duties as assigned

QUALIFICATIONS:

The successful candidate will have experience in the following areas: program and curriculum development; emerging strategies and technologies in education and Computer-Assisted Instruction (CAI), working with under-prepared and at-risk students, including non-traditional students at the community college level. Experience with online course design and course management systems required. Three years instructional experience in a community college setting preferred.

EDUCATION/EXPERIENCE: Bachelor's degree required and three years experience in educational technology, online course management, online course curriculum development or a related field is preferred.

COMMUNICATION SKILLS:

Excellent organizational, written and verbal communication skills are needed to be successful in this position. Successful candidate must be able to work well with students and peers.

REASONING ABILITIES:

Ability to coordinate complex projects is necessary. Need the ability to define problems, collect data, establish facts, draw valid conclusions, and develop acceptable solutions to problems.

LANGUAGE SKILLS:

Ability to read and interpret documents, reports, statistics and journals. Ability to write reports, letters, and other documents in a professional manner is required.

MATHEMATICAL SKILLS:

Must be able to use basic mathematical concepts and statistics.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is needed.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.