



Director of Online Learning Online Learning

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JOB SUMMARY

This position is responsible for directing the college's online learning functions.

MAJOR DUTIES

- Ensures college compliance with state authorization requirements.
- Ensures college compliance with SACSCOC distance education requirements.
- Ensures that websites are up-to-date and accurate.
- Ensures that the Online Learning website is informative, accurate, and user-friendly.
- Ensures that online students are aware of and have access to the tools needed to be successful in the online environment.
- Develops and maintains online learning orientation for students.
- Monitors online student enrollment and progression.
- Coordinates special recruiting efforts for online learning.
- Monitors intelligent agents in online classes and coordinates retention efforts.
- Plans orientation and training for new online faculty.
- Maintains a database of online faculty.
- Remains informed of emerging technologies for use in the online environment; recommends technologies for purchase.
- Assigns and trains online lead faculty and online lead designers.
- Coordinates proctored testing procedures.
- Coordinates the gathering and processing of online faculty applications in support of the hiring process.
- Develops and updates the First Year Experience online learning module.
- Works with GaVIEW administrator for upgrades and training.
- Oversees the department budget.
- Coordinates the implementation and integration of course evaluations into the learning management system; assists with the course evaluation process.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of online learning principles and practices.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of Family Education Rights and Privacy Act guidelines.
- Knowledge of accreditation requirements.
- Knowledge of college recruitment principles.
- Knowledge of budget management principles.
- Skill in decision making and problem solving.
- Skill in supervising the work of personnel.
- Skill in the completion of a variety of reports.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Academic Affairs assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include state authorization regulations, SACSCOC requirements, online learning best practices, ADA requirements, and other college policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Frequent changes to technology and online learning best practices contribute to the complexity of the position.
- The purpose of this position is to direct Darton State College's online learning functions. Success in this position contributes to the success of online students.

CONTACTS

- Contacts are typically with co-workers, faculty, staff, students, potential students, representatives of other colleges, University System of Georgia representatives, vendors, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Online Faculty Support and eMajor Coordinator (1) and Online Support Assistant (1).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a master's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.