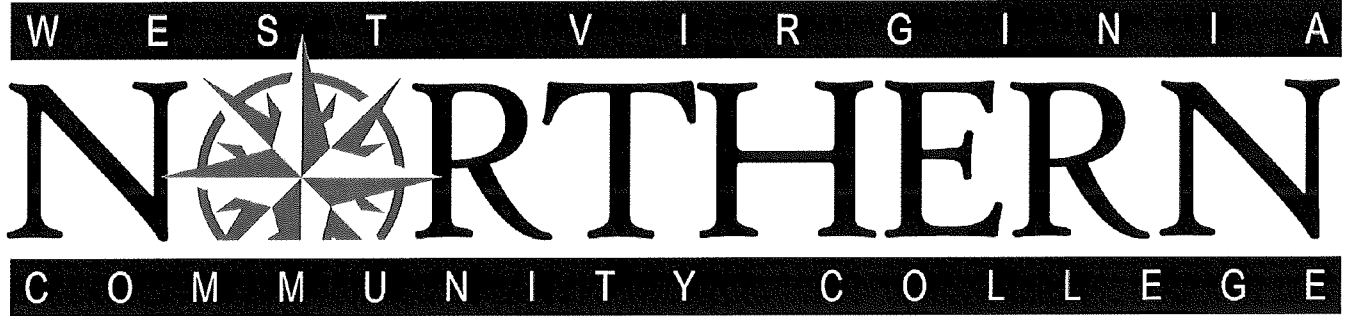


Ken Patterson



Position Description

Position Title: Instructional Designer/Distance Education Coordinator
Classification: Non-Classified
Department: Academic Affairs
Supervisor: Vice President of Academic Affairs
Department Administrator: Same
Location: Wheeling Campus with college-wide responsibilities
FLSA Status: Exempt

Responsibilities include and are not limited to:

- Apply learning theory to the design, development, and evaluation of online courses and programs.
- Assist faculty in selection of effective and efficient instructional strategies for computer-based teaching and learning (e.g., tutorials, simulations, and problem-solving modules).
- Assist faculty with building/uploading course content within the current course management system (CMS) using proper design standards.
- Assist faculty with course development and design in accordance with quality standards and/or products adopted by the institution.
- Assist faculty in conversion of existing online courses to current institutional platform(s).
- Assist faculty with the conversion of existing, traditionally delivered courses into the online delivery format.
- Conduct faculty development seminars and workshops in the instructional development process and in the use of corresponding design, development and management tools.

- Provide individualized faculty training in the use of Blackboard Learn, including tools, course content design and development.
- Develop web site of resources and best practices for faculty.
- Review courses and provide faculty with suggestions to enhance navigation and delivery.
- Administer system wide and course settings in the current CMS.
- Administer and coordinate online course management system including, but not limited to: creating course space for faculty, batch creating student accounts, batch enrolling students into courses.
- Monitor the online course management system Student Orientation course and provide students with guidance and instruction as needed.
- Communicate information and guidelines to students, provide optional general student orientation, provide student orientation in classroom setting at request of faculty, serve as student contact for troubleshooting with course access.
- Coordinate with faculty to identify course sections using Blackboard and communicate section information as needed for appropriate Banner coding and assignment of fees.
- Work with appropriate division chairs for online course schedule development, recommend new online courses and programs, recruit and recommend new online adjunct faculty, staff unassigned courses when necessary and with the approval of the division chair.
- Monitor enrollment in online course sections; in accordance with division chair, add sections when sufficient enrollment exists and cancel low enrolled online sections.
- Serve as course management system interface with platform host institution (WVNET).
- Serve as academic institutional contact for West Virginia Virtual Learning Network (WVLN), SREC Coordinator (SREB Electronic Campus); and other entities as appropriate and assigned.
- Serve as institutional representative/coordinator for quality assurance standards; monitor faculty training, establish peer review team(s), initiate and monitor course reviews, work with faculty to ensure courses meet established standards.
- Develop and maintain a process for evaluation of online learning.
- Develop and maintain web site for online learning opportunities.
- Assist Vice President of Academic Affairs (VPAA) in development of strategic goals and planning for online education.
- Serve as a standing member of college Distance Education Committee.

- Work closely with faculty, institutional computing and VPAA to determine needs of academic computing and assist VPAA to facilitate development of instructional technology policy and procedures.
- Collect data and generate reports to assess effectiveness of online learning initiatives and progress on strategic goals.

Qualifications

Master's degree in discipline required; master's in Educational Technology, Instructional Design or related field preferred. College teaching experience preferred. Demonstrated expertise in instructional design theory and techniques and in the development, delivery, and evaluation of online courses. Demonstrated knowledge and skill with at least one course management system (CMS), preferably Blackboard Learn, including course design and delivery and system administration. Strong interpersonal skills, management skills and writing skills are required.