



Date: August 10, 2015
Title of Position: Director of Teaching & Learning
Salary: Mid \$70s with benefits
Effective: September 2015

Position Overview: The Director of Teaching and Learning will have a well-articulated vision of the interaction between educational technologies, teaching and learning in a 21st century community college, with a firm understanding of how to encourage, model, and support collaboration, innovation, and adoption of best practices for teaching and curriculum development. She or he will lead and inspire the use of educational technologies and pedagogical practices that will best engage and meet the learning objectives of a wide variety of disciplines and the learning needs of a diverse student population. The Director should be aware of changes in the field of education in a digital world and use this knowledge to integrate those practices that best meet the vision and mission of the college. (See attached job description for more detailed information.)

Qualifications:

- Master's degree with 5 or more years of experience in instructional design, academic technology, or related field.
- Demonstrated knowledge of advanced principles and practices of academic technology, instructional design, training, adult learning, pedagogy, and quality management
- Skill in the development and administration of online courses utilizing a Learning Management System (prefer Moodle)
- Strong interpersonal skills including excellent oral and written communication skills and customer service orientation
- Strong presentation skills including multimedia skills
- Ability to multitask and manage project prioritization

Preferred Qualifications:

- Online teaching experience at a community college
- Quality Matters or Online Learning Consortium (Sloan-C) quality certification
- Web design experience

Additional information:

Area of Assignment: Academic Affairs
 Supervisor: Vice President for Academic Affairs

MCCC AFSCME DCE Non-Unit Full-time Part-Time

Application Procedures: For consideration, send cover letter, resume, and a list of names and telephone numbers for three (3) recent professional references to Sandra Rinaldi, Berkshire Community College, 1350 West Street, Pittsfield, MA 01201. srinaldi@berkshirecc.edu.

Application review begins August 28, 2015 and continues until position is filled.

Berkshire Community College is an affirmative action/equal opportunity institution and does not discriminate on basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service, and national origin in its education programs or employment. All inquiries concerning application of the above should be directed to the Deborah Cote, Vice President for Human Resources, Affirmative Action Officer, and Coordinator of Title IX and Section 504, at 413-499-4660, ext. 1022, Susan B. Anthony Annex Building, Room A19.

JOB DESCRIPTION

Director of Teaching & Learning

Position Summary

The Director of Teaching and Learning will have a well-articulated vision of the interaction between educational technologies, teaching and learning in a 21st century community college, with a firm understanding of how to encourage, model, and support collaboration, innovation, and adoption of best practices for teaching and curriculum development. She or he will lead and inspire the use of educational technologies and pedagogical practices that will best engage and meet the learning objectives of a wide variety of disciplines and the learning needs of a diverse student population. The Director should be aware of changes in the field of education in a digital world and use this knowledge to integrate those practices that best meet the vision and mission of the college.

Duties:

- Provide instructional design support for faculty in developing successful course materials and assessment
- Participate in evaluating the effectiveness of faculty instructional design based on best practices as rooted in theory
- Promote participation in and introduction of technology-enhanced learning modalities
- Design and conduct training for faculty including but not limited to curriculum design and the uses and aspects of academic and classroom technology to support student learning outcomes
- Advise on and select academic technology and upgrades for the college
- Research and improve course delivery methods and operations with the assistance of faculty, vendors, and staff
- Design, develop and maintain comprehensive resource webpage where students and faculty can receive technical assistance, orientation to learning management tools, access to knowledge base archives, and other information as it relates to academic technology
- Design, develop, and maintain online tutorial and courses for students and faculty/staff concerning academic technologies and the LMS
- Advise faculty on use of supplementary online learning platforms and integrations
- Coordinate UDL training and compliance to provide equitable services and instructional opportunities to students with disabilities
- Support marketing and administration of online/hybrid/web-enhanced offerings.
- Manage new online/hybrid course development process
- Chair the Academic Technology Advisory Committee
- Act as campus liaison to statewide organizations focused on instructional design and online learning.
- Serve on a campus based committee that reviews requests for funding professional development
- Attend and participate in conferences to stay abreast of new trends and innovations in the field of online instruction and curriculum development
- Maintain and modify online learning policies to comply with State and Federal guidelines and rules
- Manage budget and contracts for Academic Technology function and platforms
- Supervise Academic Technology staff
- Provide coverage and backup as LMS Administrator as needed
- Perform other duties and responsibilities as assigned