

CLASSIFICATION SPECIFICATION

Director of Instructional Design and Technology

FT/PT Class Code: 1065, 1565 Pay Grade: B/C 25 FLSA: Exempt Rev. 4/20/16

SUMMARY STATEMENT: The Director of Instructional Design and Technology (Director) provides leadership for the College's statewide Center for Creative Instruction and Technology (CCIT) and is responsible for organizing, planning and implementing key teaching, learning and educational technology initiatives; utilizing strategic planning in order to accomplish institutional educational goals focused on the quality of instruction and student success; developing policies and procedures for distance education in accordance with College policies, goals and objectives and accreditation standards; managing projects and staff; leading the assessment of distance education student learning outcomes and planning use of results for improvement purposes; leading and guiding cross-functional course design teams; and promoting and expanding use of innovative and high impact teaching/learning strategies. The Director fosters an environment that will result in increased student engagement, improved overall access, impactful learning, and ultimately a higher rate of student satisfaction and success. The Director serves as a Collegewide advocate for the learning needs of our students, and for the instructional design and technology needs of instructors. It is the responsibility of this individual to lead, partner, assist, and support the College's academic community as they strive to design, develop, and deliver excellent academic offerings.

NATURE AND SCOPE:

The Director reports to the Associate Vice President for Instructional and Information Technology and plays a lead role in fostering an environment that supports and enables Delaware Tech instructors to adopt innovative teaching strategies, integrate state of the art educational technologies, increase instructional quality, and excel in both the traditional and distance education-based learning environments. Typical contacts include: Senior Administration, Deans of Instruction, Directors of Corporate & Community Programs, Academic Department Chairpersons, faculty, CCIT staff, Registrars, Division of Information and Educational Technology Directors, Business Managers, Marketing staff, students, higher education institutional representatives, and external stakeholders. Direct reports include Collegewide Instructional Designers, Instructional Success Specialists, Educational Technologists/Media Specialists, and other positions working in the CCIT.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Provides leadership and administrative oversight for the Center for Creative Instruction and Technology team which consists of 15 staff members. This includes: four Instructional Designers, four Learning Strategies Coordinators, four Educational Technologists, two Multimedia Specialists, and the Blackboard System Administrator who work across the campus locations.
2. Provides vision, leadership and direction for innovation and excellence in instruction and the application of educational technology to improve teaching and to enrich learning for all students.
3. Develops and maintains the strategic vision necessary to sustain and continue the growth of innovative traditional and distance education at the College.

PRINCIPAL ACCOUNTABILITIES, cont'd:

4. Assists the Vice President and Associate Vice President for Academic Affairs with monitoring and evaluating operational effectiveness, providing operational oversight, and managing institutional initiatives related to instructional quality and the use of educational technology.
5. Provides leadership for continuous programmatic growth and enhancement – including the development of internal programming, professional development initiatives, and productive external partnerships with local, regional, state, and national organizations affiliated with teaching and learning in higher education.
6. Oversees the creation of and adherence to distance education policies and procedures.
7. Leads the exploration and adoption of innovative instructional design and instructional technology based tools and techniques.
8. Oversees the creation of programs, courses, workshops, and ensures instructors have access to one-on-one guidance in the use of course delivery methods and instructional strategies that utilize educational technology and, as a result, engages students, strengthens learning, and improves retention and student completion rates.
9. Oversees the design, development, and delivery of faculty training in the use of best practices in traditional education and distance education. Oversees the New Faculty Development Program and the Instructional Design & Technology Certificate program.
10. Ensures through close collaboration with the Deans of Instruction that faculty and staff needs for training and support are met.
11. Provides oversight for the installation of all Learning Management System updates, upgrades, building blocks, and other software integrated with Blackboard and collaborates with Applications Support, Systems, Academics, and Computing Support to establish system defaults, policies and procedures, and strategic plans for system use and expansion.
12. Oversees Instructional Technology Support training to provide technical/instructional assistance to faculty in the design and development of instructional multimedia, and distance education applications.
13. Monitors, responds to, updates, and adheres to Middle States accreditation standards, as well as other regulatory requirements impacting distance education at Delaware Tech.
14. Works in collaboration with academic department heads, information technology, and other campus units to maintain and enhance the College's learning technology infrastructure.
15. Collaborates with senior administrators, faculty, and staff to assess needs and priorities. Assists in the development of comprehensive strategies that address these priorities.
16. Works in collaboration with the Deans of Instruction and Collegewide Marketing to promote awareness of distance education offerings.
17. Actively participates in traditional and distance learning related consortiums, partnerships, and organizations.
18. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the principles and best practices of high impact instruction and of instructional design.
- ◇ Knowledge of the innovative use of technology in instruction, including knowledge of instructional management computer software.
- ◇ Knowledge of educational assessment techniques.
- ◇ Knowledge of electronic media and distance education course delivery methods and instructional management computer software.
- ◇ Strong instructional design and instructional technology project management skills and abilities.
- ◇ Ability to effectively provide professional development and training to college faculty in instructional strategies, course design and the application of technology to instruction.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Master's degree in a relevant field and four (4) years of relevant experience to include supervisory experience and experience leading complex instructional design and instructional technology projects preferably in higher education.