

SUMMARY: To establish and implement a quality distance learning (DL) program throughout the local Workforce Development Area.

JOB FUNCTIONS:

1. Troubleshoots typical software and hardware problems with DL equipment or applications.
2. Provides detailed DL roles and expectations for students and instructors in DL classes.
3. Analyzes DL reports in TEAMS and extrapolates important information to guide academic assessment, instruction, and student gains.
4. Aligns and incorporates the DL curriculum to transition skills and college and career readiness standards.
5. Navigates and facilitates meetings and discussions using online platforms.
6. Communicates with faculty, students, or other users' regarding the availability of, or changes to, DL courses, materials, or services.
7. Develops DL program goals or plans, including equipment replacement, quality assurance, and course offerings.
8. Develops and communicates DL educational goals, standards, policies, and procedures to consortium members.
9. Assesses the technology and educational needs and goals for the DL program.
10. Trains instructors and DL staff in the use or support of DL applications, such as course management software.
11. Prepares reports summarizing DL statistical data or describing DL program objectives and accomplishments.
12. Reviews DL content and materials to ensure compliance with copyright, licensing, and applicable rules and policies.
13. Schedules facility use necessary to support DL activities.
14. Conducts inventory of DL equipment, products and organizational resources and summarizes usage regularly.

NOTE: This is a security sensitive position and requires extreme confidentiality on the part of applicants being strongly considered for this position.

RECOMMENDED SKILLS:

- Strong foundation and experience with DL from the perspective of both a teacher and student
- Knowledge of and ability to use DL curriculum effectively; in Texas, this includes the *Approved List of Distance Curriculum*
- Demonstrates the technology skills to facilitate and navigate online distance education curriculum software
- Ability to effectively use word-processing, spreadsheet, and presentation software
- Demonstrates effective use of Internet browsers, e-mail applications, and appropriate online etiquette
- Demonstrates an enthusiasm for "thinking outside the box" when experimenting with DL and technology
- Demonstrates knowledge and experience with social media tools

OTHER RESPONSIBILITIES:

1. Understanding of TEAMS, including methods of collecting data, campus schedules and timelines, TWC, WIOA, and Adult Education & Literacy rules and data tracking systems.
2. Speak effectively to campus faculty and staff, students and community groups about DL programs.
3. Facilitate and participate in professional development activities as required by TWC and the Far West Adult Education Consortium, to include self-selected professional development activities designed to extend professional knowledge and expertise.
4. Follow established safety procedures and techniques to perform job duties; support Consortium goals and follow Consortium and Provider policies and procedures, federal law, state law and guidelines provided by the Texas Workforce Commission.
5. Perform other duties as assigned.
6. Maintain a professional code of ethics.

QUALIFICATIONS:

Bachelor's degree; Masters' degree preferred. Three (3) years' experience in adult education preferred; Knowledge of statistics and analysis; Knowledge of TEAMS and performance measures accountability system; ability to interpret policies and procedures; Strong organizational, communication, public relations and interpersonal skills. Knowledge of Word, Excel, and PowerPoint software. Maintain emotional control under stress. Frequent local travel required. Occasional prolonged and irregular hours, including day and evening hours. Able to lift, bend, pull/push 50 lbs. to move materials as needed. Position is grant funded and continued employment is contingent upon continued grant funding.