

SUMMARY: To provide supervision of distance learning students and instructors.

JOB FUNCTIONS:

- Strong foundation and experience with distance learning from the perspective of both a teacher and student
- Knowledge of and ability to use distance learning curriculum effectively; in Texas, this includes the *Approved List of Distance Curriculum*
- The pre-requisite technology skills to facilitate and navigate distance education curriculum software which is accessed online (for example, McGraw Hill GED Online, Rosetta Stone)
- The ability to effectively use word-processing, spreadsheet, and presentation software
- Demonstrates effective use of Internet browsers, e-mail applications, and appropriate online etiquette
- Ability to troubleshoot typical software and hardware problems (for example, changing/retrieving students' passwords, user accounts etc.)
- Demonstrates an enthusiasm for "thinking outside the box" when experimenting with distance learning and technology
- Provides detailed expectations for student and instructor roles while attending DL classes

RECOMMENDED SKILLS:

- Ability to analyze distance learning reports in TEAMS and extrapolate important information to guide academic assessment, instruction, and gains
- Ability to align and incorporate transition skills and college readiness standards to the distance learning curriculum
- The ability to navigate and facilitate online meetings and discussions using platforms such as Adobe Connect
- Demonstrates some knowledge and/or experience with social media tools including Facebook, Instagram, Twitter, Wikis, etc.
- Communicate to faculty, students, or other users' availability of, or changes to, distance learning courses or materials, programs, services, or applications.
- Communicate organizational policies and procedures
- Develop distance learning program goals or plans, including equipment replacement, quality assurance, or course offering plans.
- Develop educational goals, standards, policies, or procedures.
- Assess distance-learning technological or educational needs and goals.
- Train instructors and distance learning staff in the use or support of distance learning applications, such as course management software.
- Troubleshoot and resolve problems with distance learning equipment or applications.
- Prepare reports summarizing distance learning statistical data or describing distance learning program objectives and accomplishments.
- Prepare operational progress or status reports.

- Analyze data to inform operational decisions or activities.
- Review distance learning content to ensure compliance with copyright, licensing, or other requirements.
 - Review documents or materials for compliance with policies or regulations.
 - Schedule activities or facility use.
 - Conduct inventories of distance learning equipment, summarizing equipment usage daily.
 - Manage inventories of products or organizational resources.

OTHER RESPONSIBILITIES:

1. Understanding of TEAMS Management System, including methods of collecting data, campus schedules and timelines, TWC, WIOA, and Adult Education & Literacy rules and data tracking systems.
2. Skill to:
 - a. Evaluate instructor knowledge and skills.
 - b. Speak effectively to campus and community groups about programs.
 - c. Communicate effectively with faculty, staff, and students.
3. Facilitate 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 T.E.A.M.S. database management system 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 presentations. 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.