

DIRECTOR of the Teaching and Learning Center

Reports to: Dean for the Online Campus
Classification: Administrator
Starting Salary Range: \$50,000-\$60,000
12-month position
Revised: September, 2023

This position provides leadership for the Teaching & Learning Center and coordinates support services offered to help Ottawa and Online students be successful in academic endeavors and reach their educational goals. In addition, this position provides support for all faculty members related to instructional strategies, instructional design, and instructional technology to enhance student learning and effective teaching. Duties include, but are not limited to:

Essential Functions:

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

FACULTY SUPPORT and TRAINING DUTIES

1. Provide training for all instructors on use of the learning management system, including maintaining instructional "how to" materials and other support documentation.
2. Assist faculty with designing and producing learning materials in a variety of formats including print, graphics, audio, video, animation and multimedia to support teaching and learning.
3. Proactively lead the accessibility discussion and provide appropriate training sessions related to creating accessible content for all students.
4. Design, develop, and deliver workshops and training to faculty and staff in the use of instructional technologies, including learning management systems, and current educational best practices; maintain records.
5. Research and make recommendations on educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
6. Assist in training faculty related to the assessment of student learning process specifically related to technical services to ensure the quality of the assessment process.

ONLINE LEARNING DUTIES

1. Assist with the certification process for online students, online instructors and online courses.
2. Maintain a repository of instructional resources including, but not limited to, a list of online learning objects/lessons repositories, along with select Web 2.0 tools and their educational impact.
3. Provide assistance with *myNeosho*, the college portal and learning management system:
 - a. Assist with instructor requests and answer basic questions related to *myNeosho*;
 - b. Perform basic troubleshooting as issues arise.
 - c. Create portal-only sections and maintain accurate records of faculty and students;
 - d. Maintain a list of courses developed for online or hybrid modalities;
 - e. Perform audit of course pages on *myNeosho* to determine if sections are ready for students;

ADVISING and TLC (Teaching and Learning Center) DUTIES

1. Oversee all day, evening, and weekend programs, functions and activities of the TLC including but not limited to testing, proctoring, and tutoring for all subject areas.
2. Supervise all TLC staff positions, including scheduling, holding TLC staff meetings, etc.
3. Coordinate with TLC Specialist to provide campus events (speakers, celebrations, workshops, etc.) throughout academic year; collaborate with student clubs and organizations to provide opportunities for student engagement.
4. Advise new, undecided, and at-risk students; serve as the primary advisor for new students during their initial orientation advisement period and assist them with registration.

5. Maintain and provide college-wide advisor training that includes both initial and ongoing components that lead to advisor certification. Training will be delivered in coordination with the Director of Academic Advising and Counseling.
6. Assign advisors to students on the Ottawa and Online campuses; review and consult on advising assignments; serve as a resource for faculty and staff advisors.
7. Develop and promote awareness of advising options for distance students.
8. Maintain and manage advising information on the Learning Management System.
9. Coordinate with the Dean of the Online Campus and Financial Aid personnel to oversee the service scholarship program for the Ottawa Campus, including promoting awareness of the program and providing the student employee orientation.
10. Monitor and maintain the Teaching and Learning Center budgets.
11. Perform other duties as assigned by the Dean of the Ottawa Campus.

OTHER DUTIES

1. Actively participate in professional organizations; represent the institution at seminars, conferences and workshops.
2. Actively participate on appropriate college committees, such as Online Instruction, Assessment, Technology Planning, Teaching and Learning, and others as assigned.
3. Other duties as assigned.

Required Knowledge and Abilities

1. Evidence of excellent oral and written communication skills.
2. Proven strong computer skills.
3. Accomplished presentation skills, including development and delivery.
4. Knowledge of instructional design, learning theory, instructional strategies, active / engaging learning strategies, curriculum development, current and emerging technologies and applications, and assessment methods
5. Desire to continuously learn new features of development tools and software, particularly within the education environment
6. Proven leadership skills.
7. Ability to work effectively with diverse populations.
8. Strong organizational skills; high attention to detail.
9. Willingness and ability to work as a member of a team.

Education and Experience

1. Bachelor's Degree, required, Master's degree preferred; in related discipline, such as online instruction, educational technology, educational leadership, or instructional design.
2. A minimum of 2 years teaching is preferred, with a preference for teaching in a variety of modalities and at the community college level.
3. 1-3 years of experience working with student services, developmental students, and/or in library operations preferred.
4. Experience training faculty is preferred.
5. Experience in coordinating learning management systems is preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Limited physical effort required.
3. Some travel and evening hours are required.
4. Ability to sit for long periods while operating a personal computer is required.

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to:
Human Resources Director, Director of the Teaching and Learning Center, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. NCCC employment application available at www.neosho.edu/Careers.aspx. Review of applications begins upon receipt

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>