NORTHEAST TEXAS COMMUNITY COLLEGE  
JOB DESCRIPTION  

Distance Learning Specialist  

<table>
<thead>
<tr>
<th>Department:</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
</tr>
<tr>
<td>Grade/Level:</td>
<td>Admin/Prof I-H</td>
</tr>
</tbody>
</table>
| Work Schedule: | Monday - Thursday 8AM - 6PM  
Friday 8AM - 12PM  
Or as assigned by the supervisor |
| Job Status: | Full Time |
| Reports To: | Executive Vice President for Instruction |
| Amount of Travel Required: | As needed |
| Positions Supervised: | None |
| Contract Length: | 12 months |

GENERAL STATEMENT OF DUTIES:  
The Distance Education Specialist will lead the course redesign efforts throughout the five year grant period. The Specialist oversees the development of the NTCC Distance Learning Plan, development of a Quality Assurance Plan for on-line courses and hybrid courses; and for developing and expanded on-line offerings and services. The Distance Learning Specialist works closely with the Director of Title III to accomplish grant objectives including developing a faculty release system; providing and assuring that each faculty member has required training for on-line courses, and creating a web page for on-line learning. The Distance Education Specialist will research and share best practices via visiting other colleges and/or attending conferences.

MAJOR RESPONSIBILITIES:  
- Identify and analyze trends and new developments in distance education.  
- Develop and maintain a Quality Assurance Plan for on-line courses.  
- Work with NTCC faculty, IT staff and Title III staff to design and develop distance delivery course curricula. Expand distance learning delivery systems, and offerings and services.  
- Coordinate, schedule, and conduct faculty and staff training sessions to ensure effective use of distance learning technology and resources.  
- Assist faculty with the development of curriculum proposals eligible for faculty release.  
- Assist faculty with the development of innovations and improvements to on-line instruction.  
- Develop and conduct distance education training for faculty using sound principles of instructional design.  
- Create and pilot a distance learning web page.  
- Provide professional leadership and support for faculty; serve as a mentor and facilitator for faculty.  
- Serve on Title III committee, Distance Education Committee, and task forces, to present T3 progress of distance learning.
POSITION CHARACTERISTICS:

- Knowledge of state and federal regulations governing testing and on-line education.
- Good verbal and written communication skills.
- Good time management skills.
- Ethical and professional behavior.
- Awareness of national issues and trends.
- Customer service skills.

MINIMUM QUALIFICATIONS:

Required:
1. Master’s degree required, preferably in the area of curriculum development, instructional technology, “STEM,” or Allied Health related teaching field. Demonstrated knowledge and experience with distance course development and delivery.
2. Demonstrated knowledge, understanding and application of learning and instructional design and technology theory and principles.
3. Working knowledge of best practices in academic and developmental courses offered online and via blended course delivery.
4. Proven ability to complete projects within a specified timeline.
5. Ability to take initiative in providing support to the faculty members and academic departments.
6. Strong analytical skills to evaluate instructional tool effectiveness and recommend improvements and changes.
7. Experience in developing/providing staff and faculty professional development training sessions.
8. Ability to relate well with faculty/staff/administrators

Preferred:
1. Demonstrated experience creating successful online and blended courses. Experience in online teaching and training, preferably at a higher education institution.
2. Experience using and troubleshooting Blackboard or other online learning platforms.
3. Proven experience working with faculty on course design and development for distance learning as well as blended learning courses and programs.
<table>
<thead>
<tr>
<th>Position</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distance Learning Specialist</td>
<td>Date</td>
</tr>
<tr>
<td>Executive Vice President for Instruction</td>
<td>Date</td>
</tr>
<tr>
<td>President</td>
<td>Date</td>
</tr>
</tbody>
</table>