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**Employee Name:**

**Position Control Number:** 678130

**Division:**

**Classification Title:** MnSCU Program Supervisor 1

**Working Title:** Director of E-Learning

**Prepared By:**

**Appraisal Period:**                      **To**

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**EMPLOYEE SIGNATURE/DATE**

**SUPERVISOR SIGNATURE/DATE**

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

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**POSITION PURPOSE:** This position supports the academic mission of Dakota County Technical College and Inver Hills Community College by leading efforts to promote thoughtful and successful use of the E-learning platform by students, faculty, and staff. The person in this position will promote and foster the skills needed by faculty and staff to develop pedagogically-sound courses for effective learning as well as promoting the full utilization of current and new features of the D2L course management system, especially for the post-traditional on-line learner. In conjunction with administrators, faculty, and staff, this position helps make informed decisions for all stakeholders in the area of educational technology as it relates to online education.

**REPORTABILITY**

**Reports to:** Inver Hills Community College Dean

**Supervises:** Two MNSCU Academic Professional II's (Instructional Technology Support) and Student Workers

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**DIMENSIONS**

**Budget:** \$20,000

**Clientele:** faculty, students, staff, community members, MnSCU System Office staff, technology vendors

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**Make 3 Copies:** *Employee, Supervisor, Human Resources Office*

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**Principle Responsibilities, Tasks, and Performance Indicators**

- 1. Provide lead direction for Inver Hills Community College and Dakota County Technical College D2L/Online support services.**
  - a. Exercise supervisory authority so that applicable labor agreements and plans are equitably administered and assigned employees will effectively perform assigned job duties to achieve the annual objectives of the section, including but not limited to:
    - i. Assessing the qualifications of candidates and hiring employees to perform job duties to achieve department objectives.
    - ii. Evaluating employee performance, rewarding or disciplining employees, promoting, suspending, discharging or changing their status according to their performance.
    - iii. Assigning job duties, training and directing employees.
    - iv. Hearing grievances.
    - v. Writing employee position descriptions
    - vi. Performing supervisory tasks in accordance with established equal opportunity/Affirmative Action, non-harassment, and in accordance with statewide employer policies.
  - b. Develop a working knowledge of and comply will college safety rules, regulations and policies.
  - c. Lead System Administrator and trainer for the learning management system (LMS) at DCTC
  - d. Serve as liaison to MnSCU LMS Administration
  - e. Develop training documentation and communication for the LMS
  - f. Deliver training for students and faculty

**Priority: A****Discretion: A****Percent of Time: 25**

- 2. Serve as primary support for faculty and students in the development, implementation, and use of effective and progressive electronically mediated education, especially for post-traditional adult learners.**
  - a. Identify and inform stakeholders of new and effective technologies and teaching tools and techniques.
  - b. Work with college stakeholders to develop and assess effective training and professional development opportunities for faculty and staff.
  - c. Provide direction in the development and implementation of effective training and support for students in the use of e-learning tools.
  - d. Research and when appropriate, model and promote the use of new teaching technologies, especially those that relate to effective distance education.
  - e. Work with the Center for Teaching and Learning and others to promote innovative teaching methods and implementation of these methods in pilot and other test groups.

**Priority: A****Discretion: A****Percent of Time: 35**

**3. Provide management oversight of the D2L system by reviewing and responding to service requests by faculty, staff and students.**

- a. With academic leadership, assist in the development of consistent policies and practices for the successful implementation and use of online learning tools.
- b. Lead research and on new technologies and the use and promote the implementation and use of this technology.

**Priority: A                      Discretion: A                      Percent of Time: 20**

**4. Maintain records and data necessary for the successful completion of the Title III grant reporting needs.**

- a. Serve as the key liaison between teaching and informational technology staff.
- b. Monitor budgets and provide input into the development and e4ffective use of institutional monies.
- c. Foster a collaborative and collegial atmosphere between all college stakeholders.

**Priority: A                      Discretion: A                      Percent of Time: 10**

**5. Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.**

**Priority: B                      Discretion: A                      Percent of Time: 10**

**POSITION DESCRIPTION C****EMPLOYEE NAME:**

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**NATURE AND SCOPE:** (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM - SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

**RELATIONSHIPS:** This position relates directly to faculty, administration, and staff and various departments of the college to implement and maintain effective integration of technology into the learning environment.

All employees of Dakota County Technical College and Inver Hills Community College are expected to conduct themselves in a professional, cordial, and customer service based manner at all times. All communications and interactions with faculty, staff, students, and other customers must be conducted with courtesy and respect.

**KNOWLEDGES, SKILLS, AND ABILITIES:****Minimum Qualifications**

- Minimum of a Bachelor's Degree from an accredited institution in education or related field.
- Knowledge of curriculum development procedures, instructional materials selection/design and production, and the effective application of technology to teaching and learning.
- 3-5 years of experience with E-learning pedagogy and adult on-line distance education.
- Demonstrated experience/knowledge of curriculum design and teaching skills and techniques.
- Experience working with course management systems.
- Experience working with and teaching diverse populations, post-secondary students, and adult learners.

**Preferred Qualifications**

- Master's Degree from an accredited institution in higher education or related field.
- 3-5 year's college teaching or training experience.
- Advanced knowledge and experience in the use and management of Learning Management Systems.

**PROBLEM SOLVING:**

This position requires solving issues with the Course or Learning Management System as advanced problem solving in curricular development and in the implementation and management of an effective E-Learning environment for faculty, staff, and students.

**FREEDOM TO ACT:** This person has the freedom to initiate, lead and follow through on all duties and responsibilities. This position also acts in accordance with all State, MnSCU, and DCTC policies and procedures, and State and Federal laws.

**Budget:** This position monitors and recommend budget expenditures of approximately \$20,000.00

**Decision Making:** This position has final decisions related to personnel and budget expenses. In conjunction with the academic leadership, this position has significant authority in implementation and training for E-learning initiatives for faculty, staff and students.

*This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.*

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