



## **JOB DESCRIPTION**

**Position Title:** Director of Distance Learning

**Reports to:** Executive Vice President

**Job Description:** Under general direction of the EVP, the DDL will plan, organize, manage, oversee and evaluate the operations and activities of the department. This includes instructional/learning technologies and software, course requirements, student needs, support services, pedagogical/course development assistance for faculty teaching online courses and supervises DL staff. The DDL will also develop and implement policies, procedures, guidelines for management of DL and performs related duties as assigned.

### **Responsibilities:**

1. Participates in establishing and implementing departmental plans, guides, procedures and policies required to achieve overall department performance results.
2. Monitors state regulatory changes to ensure distance course offerings
3. Evaluates the needs of the department and submits the departmental budget
4. Collaborates with Academic Deans concerning scope, rotation of courses, and needs of distance learners.
5. Functions as advisor for all distance learners; confers with professors concerning student progress; collaborates with faculty advisers concerning capstones; confers with the Field Education and Internship Director concerning student progress, confers with the Registrar, Director of Student Success and the Deans to ensure student progress and retention.
6. Collaborates with faculty, deans and directors to provide incoming student orientation and capstone orientation

7. Collaborates with the DOS and Campus Pastors office to celebrate student benchmarks for example the book signing ceremony, the honor code ceremony and hooding by effectively planning moments of celebration.
8. Take initiatives and collaborates with departmental heads to help build a community of learners by (a) Planning and promoting the national distance learning week (b) Promoting online chapel participation (c) attendance in special events and (d) social media
9. Work effectively with administrators to offer student services to distance learners such as Counselling Referral Services, USSC etc.
10. Works in collaboration with the office of the Registrar & the IT department to evaluate the needs of instructional technology, faculty and students to support the growth of the program
11. Provides faculty with assistance in relation to pedagogy and course design; responsible to ensure recording and uploading of course content; responsible to provide editing services and support and/or training for faculty teaching DLive and online courses; and also collaborates with faculty teaching short terms.
12. Maintains an understanding of current ideas, trends, and practices pertaining to the areas of responsibility for this position
13. Assures the timely preparation, maintenance and distribution of reports and records
14. Provides day- to-day leadership and plans and evaluates the performance of assigned staff; establishes performance requirements and development targets; monitors performance and provides coaching for performance improvement and development.
15. Identifies strategic goals and works towards achieving them for example, the DL M.Div program; partnerships with other UPCI Bible Schools to offer apostolic education to learners globally.
16. Performs any other responsibility as assigned