

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Dean of Distance Education	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Distance Learning	<b>REPORTS TO:</b>	Vice President of Instruction
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**Position summary:** Under indirect supervision, directs the institution's distance learning programs at all locations. This position reports directly to the Vice President of Instruction, keeping him/her abreast of all planning, organizing, staff and development of Panola College's distance learning programs in the service area.

**Position responsibilities:**

- Supervise the Information Technology Services Department.
- Supervise Instructional Technology Support for distance learning faculty.
- Coordinate Instructional Technology Support training to provide technical/instructional to assist faculty in the design and development of instructional multimedia, distributed learning and distance education applications.
- Work with other campus support services to meet distance learning faculty development needs.
- Develop course schedules.
- Work to ensure that courses meet the Southern Association of Colleges and Schools standards.
- Initiate and participate in comprehensive distance education partnerships, collaboratives, and strategic alliances.
- Develop and manage the annual budget for the Distance Education department.
- Research, write, submit, and administer grant proposals for distance education activities.
- Provide innovation and vision for distance education at the College.
- Collaborate with the College to develop and implement a long-range plan and strategy for distance education.
- Coordinate the development of distance education policies, procedures and standards and make recommendations to appropriate committees and/or administrators.
- Assure appropriate development, review (evaluation), and maintenance of all distance education offerings and the distance education program.
- Provide reports and data to the College as needed.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Actively participate in distance learning related consortiums, partnerships, organizations, etc.
- Assist in the marketing of all distance education efforts.
- Collaborate with all College departments and offices for seamless integration of the distance learning program.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Master's degree with at least 5 years experience directly related to the duties and responsibilities specified.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Ability to stay abreast of current and developing trends (video, voice, data, and computing technologies) in distance education.
- The position requires a history of successful teaching.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.