

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Distance Education Coordinator	FLSA status:	Exempt
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DEPARTMENT:	Distance Learning	REPORTS TO:	Dean of Distance Education
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Position summary: Under indirect supervision, assists in assuring that distance learning courses meet the same rigorous standards that on-campus courses meet and that these courses are equivalent to their on-campus offerings. This position reports directly to the Dean of Distance Education, assisting him/her with all planning, organizing, staff and development of Panola College's distance learning programs in the service area.

Position responsibilities:

- Create, conduct and compile summative and formative evaluation of all online courses and services and identify weaknesses; recommend and implement plan of action.
- Assure that each instructor's online orientation and online course material content is kept up to date.
- Assure that the planning, development and implementation of distance learning courses are in accordance with local distance learning policy.
- Research, monitor and enforce adherence to intellectual property standards, best practices guidelines, Principles of Good Practice, and other program standards.
- Monitor program demand, student satisfaction, student retention, and student learning; recommend and implement actions for improvement.
- Gather and report data that compares online learning with face-to-face learning and develop and implement plan of action for improvement.
- Develop and implement better system for previewing of new courses.
- Work with Instructional Support to assure the best technical resources are available to faculty and students.
- Mentor new distance learning faculty.
- Assist in identifying distance learning issues, needs and concerns in a timely manner.
- Work with Instructional Technology Support to coordinate scheduling of ITV courses with instructors and administration at Panola College remote sites, high schools, and other colleges and institutions.
- Coordinate scheduling of Internet courses with instructors and administration.
- Coordinate with Continuing Education and Workforce to increase ITV offerings in that area.
- Act as VCT Coordinator for courses Panola College hosts and provides.
- Advise Panola College students who are requesting VCT courses from other colleges.
- Ensure qualifications of new distance learning faculty.
- Act as a liaison to other campus departments, staff, committees, etc.
- Assist with coordination and implementation of initiatives generated by the Office of Distance Education.
- Coordinate and oversee ITV facilitators for Panola College
- Assist in all grant activities.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree with at least 3 years experience directly related to the duties and responsibilities specified.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- 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.

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.