

**San Joaquin Valley College**  
**Job Description**

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**Job Title: Corporate Director of E-Learning Curriculum & Instruction**

**Department: Online**

**Reports To: Provost/Vice President of Academic Affairs**

**Classification: Full-time, Exempt**

**Evaluation Form: ELCI (eLearning Curriculum & Instruction)**

**Summary:** The Corporate Director of E-Learning Curriculum & Instruction is responsible for developing, implementing and delivering E-Learning curriculum for students attending programs with an E-Learning modality component while managing the instructional needs to support the modality.

**Essential Duties and Responsibilities:**

- Recruits, trains, develops and evaluates the E-Learning design team and instructors in accordance with established policies.
- Develop a course production framework that is flexible and dynamic to allow for changes in technology, student/faculty expectations and changes to pedagogy, new curriculum, maintenance and improvement.
- Develop and maintain a course design model that reflects best practices in the delivery of higher education degree and certificate programs and uses known instructional design models, e.g. ADDIE.
- Define the components of a course including an overview, syllabus, learning outcomes, course content, mastery activities, and interactive activities.
- Incorporate ongoing Assessment of Student Learning Outcomes and plans for ongoing continuous improvement into the course design.
- Supervises instruction to ensure the integrity of educational programs through weekly classroom observations.
- Coordinates faculty teaching schedules.
- Builds capacity of team members through ongoing professional development.
- Participate in regularly scheduled program reviews and curriculum conferences.
- Oversee positioning of the Learning Management System (LMS).
- Manage a program/course development schedule and budget to meet the needs of the institution.
- Employ a variety of E-Learning modalities to include fully online programs/courses, hybrid and blended learning, and web-assisted learning.
- Serve as an advocate and evangelist for E-Learning throughout the institution.

**Supervisory Responsibilities:** Manages E-Learning instructional design and instruction teams comprised of E-Learning Course Developers, E-Learning Instructional Technologist, E-Learning Course Technician, and Instructors. The Corporate Director of E-Learning Curriculum & Instruction is responsible for the overall direction, coordination, and evaluation of these functions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

### **Core Competencies**

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

### **Job Competencies**

Leadership: Inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others; able to build morale and group commitment to goals and objectives.

Training and Development: Ensures that staff members get a sufficient amount of orientation, training, and development opportunities to maximize their chances of being successful in their assignments; views training and development as an investment in employees and uses mentoring, cross-functional assignments, job rotation or other on-the-job learning opportunities to enhance the depth and breadth of skills and experience; encourages self-development opportunities.

Results Driven: Achieves results within established timelines; understands and demonstrates that intentions, activities, and results are not the same; expects that obstacles will occur and refuses to accept favorably those who seek to justify poor results [by describing intentions or activities, who get derailed by obstacles and fail to take effective steps to avoid or overcome them, and /or who frequently miss deadlines without giving prior warning].

Change Management: Develops workable implementation plans; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Must possess a minimum of a Master's Degree in Education or Curriculum and Instruction or related field. Must have successful record of leadership in higher education curriculum

development including at least eight to ten years of relevant experience required. The ideal candidate will have 7 - 10 years of progressive supervisory experience working in a high volume production environment supervising a team of SMEs, Course Developers, Instructional Technologists, and other support staff. Experience with D2L or one of the leading LMS systems is required.

Language Skills – Ability to read and comprehend instructions, correspondence and memos; ability to write correspondence; ability to effectively present information in one-on-one and group situations to students and employees.

Mathematical Skills – Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access, and Outlook.

**Other Qualifications:**

- Must have thorough knowledge of the SJVC policies and procedures related to students and the education process.
- An understanding of the private sector of higher education, to include an understanding of basic business management concepts and extensive experience and insight into the E-Learning space.
- Experience and knowledge in the design, development, implementation, and maintenance of E-Learning programs or courses.
- Knowledge and understanding of Title IV regulations.
- Ability to multi-task in a fast paced environment.
- An ongoing customer focus.
- The highest levels of integrity at all times.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk; and hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.