

Classification Description



Job Title: Director, Teaching and Learning Center

Pay Grade: 30

Job Code: 3761

FLSA Status: Exempt

Job Purpose

This is advanced, professional work providing management, leadership, and oversight of the Teaching and Learning Center (TLC), including the design, development, and implementation of professional development and training opportunities offered for faculty and academic administrators. The Director is responsible for providing visionary leadership for Faculty Professional Development at Florida SouthWestern State College. The Director ensures faculty professional development programming is planned and implemented, is in accordance with the College mission, adheres to College operating procedures, and supports achievement of the institution's strategic goals.

General Responsibilities

Essential Functions

Provides leadership and oversight for the Teaching and Learning Center and its staff.

Provides ongoing opportunities for professional growth for all faculty to enhance the overall College experience.

Manages projects for professional development and training from inception to completion, in addition to consulting with individual or groups of faculty and administrators on optimal design and inclusion of programs to meet specific needs.

Manages and maintains training and professional development opportunities for all faculty including, but not limited to, best practices for teaching in all modalities, integration and effective use of technology, communication, leadership, management, assessment, and specific College goals.

Leads and manages the development of training materials for the Teaching and Learning Center.

Designs and supervises production of learning resources in a variety of formats including print, graphics, audio, video, and animation technologies to support professional development and training offerings.

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Researches and recommends advances in technology (including software) for use by faculty to improve delivery, teaching methods, and operations with the assistance of faculty-led committees, vendors, and TLC team members.

Routinely assesses the needs of faculty and academic leadership, in collaboration with administration and TLC staff.

Supervises, coaches, advises, and evaluates assigned staff. Establishes performance expectations, monitors performance, analyzes key performance indicators, provides coaching and feedback, evaluates performance and recommends corrective actions.

In collaboration with the Provost, assesses and identifies staffing needs within the department and assists in the process of requesting, creating, and recruiting new and vacant positions.

Communicates with the Provost on major issues and status of initiatives, trends, and opportunities for the Teaching and Learning Center on a timely basis.

Engages in research to stay current in the field in order to develop and apply best practices.

In cooperation with the College leadership team, assists with developing and implementing quality improvement initiatives and other administrative directives as requested.

In collaboration with the Office of Institutional Research, Assessment and Effectiveness, reviews available student achievement and satisfaction data to inform professional development offerings.

Conducts ongoing assessment of Teaching and Learning Center programs and services, evaluates findings to ensure offerings are meaningful and effective, and develops improvement plans when necessary to ensure all professional development and training activities are meeting the needs of faculty, administration, and academic departments.

Provides support to faculty as they design and lead workshops, colloquiums, communities of practice, online resources, and faculty learning communities.

In collaboration with the Provost's office, oversees and establishes faculty recognition programs such as the Myra Hale Walters Faculty Excellence Awards and the annual Retirement Reception.

Tracks and reports on key professional development initiatives and outcomes for the College.

Assists the Provost in ensuring departmental compliance with College Operating Procedures, ethical practices, governmental guidelines, and accrediting organization criteria. Stays current with changes in laws, regulations, accreditation requirements, and operating procedures.

Assists the Provost in the development of annual budgets, prepares and allocates costs within the budget and monitors expenditures related to professional development and training for faculty. Serves as the budget administrator for TLC funds (PRODEV) and Faculty Professional Development funds (SPDINS).

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In collaboration with the Professional Development Committee and the Provost's office, oversees the distribution of faculty professional development funds.

Serves as a member of the Professional Development Committee, Academic Technology Committee, and other relevant College committees as directed.

Participates in regional and state professional development organizations.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Master's degree from a regionally accredited institution of higher education.

Five (5) years of full-time related professional work experience in the field of adult learning, education, instructional design, instructional technology, learning and development, or related field in a College setting.

Strong leadership skills and a working knowledge of effective decision-making and conflict resolution techniques.

Demonstrated experience in planning, implementing, and evaluating training and professional development programs in an institution of higher education.

Broad-based knowledge and skills in operating a variety of software applications used in multimedia, courseware development, and distributed learning product. Ability to provide samples relevant to higher education course design and training.

Ability to work evening, early morning and/or weekend hours as needed.

Ability to travel independently to all FSW campuses in Lee, Charlotte, Collier and Hendry counties on a frequent basis.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.

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- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: July 19, 2013. Revised: July 1, 2014, January 8, 2016, June 18, 2020.