



Connecticut State
Colleges & Universities

CONNECTICUT STATE COMMUNITY COLLEGE

Job Description

Director of Educational Technology and Curricular Innovation

Salary Level:
CCP 20 (subject to Willis)

Date Approved/Revised:
October 30, 2020

POSITION PURPOSE:

The Director of Educational Technology and Curricular Innovation leads the instructional design processes and administers the online components of the College by facilitating technology-rich teaching and learning through collaborative curricular innovation, including the support of new course development and course revision (in all formats), provision of faculty training/support, and ensuring service reliability and consistency.

SUPERVISORY AND OTHER RELATIONSHIPS:

The Director of Educational Technology and Curricular Innovation reports to the Associate Vice President of Teaching & Learning. This position is required to have extensive cooperative and collaborative relationships with faculty, staff, and other professionals in peer organizations and professional associations. The incumbent is expected to represent the College in a positive manner.

EXAMPLES OF ESSENTIAL DUTIES AND ACCOUNTABILITIES:

The following examples of duties illustrate the general range of tasks assigned to the position, but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

- Provides leadership in the development of strategic approaches for the integration of technology into the educational environments of the College.
- Provides leadership and innovation for enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational innovations into the curriculum.
- Provides administration for the online components of the College and support for the faculty teaching in this medium; coordinates all ongoing activities associated with delivering courses online; and serves as liaison to students, faculty, student services, and the College's educational leadership.
- Works collaboratively and effectively with faculty throughout the College to provide pedagogical and technical consulting to design, develop, and implement instructional content, courses and projects that enrich teaching and learning through the use of technology in online, hybrid and traditional courses, including the integration of student learning outcomes.
- Collaborates with the AVP of Teaching and Learning, campus Deans and Directors, Information Technology, and others within the College to infuse technology into the educational areas of the campuses. Also, coordinates and leads CSCC Educational Technology Council.

- Provides administrative and technical support for all instructional technology to improve learning outcomes, facilitate technology-rich teaching, and advance curricular innovation.
- Formulates and provides a professional development program designed to support faculty in the design, development and delivery of curriculum and instruction using computer-mediated communications, cognitive and interactive media tools, and sound research-based course design for both local and distance learning opportunities.
- Develops and maintains an online repository of resources to provide information on current best practices, innovations, and emerging trends for faculty and students (e.g. tutorials, interactive programs, websites) to promote sharing of resources.
- Engages the academic community in the exploration, discussion, and assessment of educational technology and works collaboratively across the College to leverage and expand existing efforts into an intentional program of faculty support.
- Maintains awareness of best practices, emerging technologies and new potentials in educational technology that may be adopted as new and emerging instructional media, technologies, pedagogies and practices.
- Establishes baseline data; tracks/records attendance at faculty training workshops; maintains course log by faculty by departments; analyzes outcomes based on training, service, and support provided to faculty; and monitors progress to achieve goals.
- Maintains appropriate records and data to produce monthly performance reports, annual performance reports, and external reports.
- Coordinates with the College's Information Technology team to ensure adequate technology infrastructure to meet goals of technology-enhanced curricula.
- Participates in relevant College policy and planning committees and meetings.
- Represents the educational technology interests of the College in regional and state meetings and serves as liaison to other colleges and universities within the state and region for work on collaborative grants and projects in distance education.
- Reviews, maintains and evaluates the functional area budget.
- Assists with the development, implementation and monitoring of related policies and procedures in collaboration with the AVP of Teaching and Learning.
- Assists with the process for systematic review and evaluation of the educational technology and curricular innovation functional area per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with College and System standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by CT State Community College and CT State Colleges and Universities.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Within contractual limits, working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs other duties as assigned.

PROFESSIONAL PARTICIPATION AND DEVELOPMENT

In addition to the accountabilities listed above, the Director of Educational Technology and Curricular Innovation is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

All of these may involve attendance at evening or weekend events. The incumbent is required to maintain currency in the position's required fields of professional expertise and competencies. In addition, the incumbent is required to maintain complete confidentiality of student records and other information of a confidential nature.

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. The Director of Educational Technology and Curricular Innovation is required to have demonstrated advanced knowledge and abilities in the following areas:

- A strong commitment to the mission of the community college.
- Demonstrated knowledge of curriculum development and evaluation.
- Demonstrated knowledge of the rules, regulations and principles of the CT State Colleges and Universities system and NECHE.
- Must possess the ability to apply various instructional design approaches to learning content and to professionally design and implement engaging and effective teaching and learning strategies.
- Must possess ability to identify user needs, analyze, and logically organize information.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a student success focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Must have an understanding of the crucial role academic technologies play in higher education with respect to increasing student access, engagement, retention, and success, and of current issues in online learning in general and in higher education in particular.
- Significant knowledge of and experience with current learning management systems and other instructional technologies.
- Substantial relevant experience, minimum of three years, including an appropriate combination of teaching and other administrative experience.
- Experience in designing and developing instructor-led, web-based, and digital media instruction in higher education.
- Experience providing pedagogical and technical consulting for the design, development, and implementation of instructional content, courses and projects, at the assistant director level or above.

- Experience in facilitating the integration of technology into the educational environments of the College.
- Experience in the administration of online courses and the support of faculty teaching these types of courses.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Demonstrated effective interpersonal and leadership skills; ability to work independently with little direction.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of trustees.
- Experience of working effectively in a team environment with a customer service focus.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree in Education, Instructional or Educational Technology or a related field with emphasis on teacher education and development, educational technology, or learning and teaching theories from an accredited college or university together with 3-6 years of related experience that includes 1-3 years of supervisory experience; or a combination of education, training and experience which would lead to the competencies required for successful performance of the position's essential duties.

WORK ENVIRONMENT

The Director of Educational Technology and Curricular Innovation typically performs work in offices, conference rooms and in locations where groups of students, faculty and staff gather. The work does not, normally, involve any significant physical effort. The Director of Educational Technology and Curricular Innovation may travel to public sites to make presentations as well as travel to regional or central meetings and conferences.