



POSITION ANNOUNCEMENT

POSITION TITLE: Director for Curriculum Design & Instruction

POSITION DESCRIPTION:

The Director for Curriculum Design & Instruction is responsible for managing and facilitating the curriculum design and instructional process at Ogeechee Technical College. This position is responsible for establishing a quality assurance process and fostering continuous improvement in support of all LMS based courses at Ogeechee Technical College. This role will serve as the official liaison to the faculty and will promote the Quality Matters initiatives at Ogeechee Technical College.

Key responsibilities include, but are not limited to:

- Manage curriculum process (discovery, development, review/evaluation, adoption, termination);
- Manage new program requests;
- Research instructional resources and materials for implementation;
- Implement the Quality Matters initiative and manage the academic quality assurance initiatives for the College;
- Facilitate faculty training and professional development to enhance course development and design;
- Lead the Quality Matters Faculty Committee;
- Lead course design initiatives and the application of Quality Matters Rubrics to measure course quality and performance;
- Lead the Quality Matters course review process at the College;
- Facilitate course design, development, and delivery for all LMS based courses;
- Improve Instructors' online teaching and mastery of online teaching skills.

MINIMUM QUALIFICATIONS:

- Master's degree from an accredited college or university in curriculum, curriculum design, instructional design, or a closely related field.
- Secondary or post-secondary teaching experience.

SALARY/BENEFITS:

Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package.

APPLICATION DEADLINE:

Open until filled.

TO APPLY:

Please submit an online application using the OTC online job center website. All positions require a criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions.

Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.

As set forth in its catalog, Ogeechee Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Title IX Coordinator, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, One Joseph E. Kennedy Blvd., Office 711, Assessment Center, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu.