

**Job Announcement**

**Position:**  Director of Online Teaching and Learning

**Location:** Murphy Campus

**Department:** Academic Affairs

**Reports to:** AVPAA – Academic Support

**FLSA Designation:** Exempt

**Nature of Duties:**

The Director of Online Teaching and Learning is supervised by and responsible to the Assistant Vice President of Academic Affairs – Academic Support Area. The Director is responsible for leadership and administration of the Online Teaching and Learning department including operational oversight of the online learning platform (Blackboard) used by all courses. The Director schedules all online courses in compliance with program rotations and in consultation with the Dean and Associate Dean of each division to include staffing, supervising, and evaluating all adjunct online instructors in compliance with ACA The Director is also responsible for oversight of the instructional course room shell development used by all faculty in all courses. The Director assists with updating of AA policies and procedure and accreditation compliance as related to online teaching and learning. The Director coordinates online professional development training and activities for the Academic Affairs division to include assistance to faculty with course shell usage and supervises the Instructional Design staff and the designated TCSG\GVTC POC individual.

**Minimum Qualifications:**

* **Bachelor’s Degree \*and\* Five (5) years of related work experience**

**Preferred Qualifications:**

* + - * Master’s degree **AND** minimum of 2 years directly related experience at the post-secondary level;
			* Two (2) years of supervisory experience of full time staff to include performance management;
			* Two (2) years FT online teaching experience at the post secondary level or direct experience in using Blackboard Learning Platform at the postsecondary level;
			* At least 1 year of direct part time employee supervision at the post-secondary level, preferably supervising employees directly involved with online instruction and\or instructional support;
			* Current working administrator knowledge of Blackboard learning platform, Banner, or other post-secondary instructional database platforms.

**Salary/Benefits:** Low to mid $60’s commensurate with experience. Benefits include paid state holidays, vacation, retirement, personal and sick leave, and the State of Georgia Flexible Benefits Program.

**Method of Application:** Interested candidates should apply through electronic application system at: [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

**Employment Policy:** The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.