BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Managing Director of the Center for Innovation in Teaching and Learning

DEPARTMENT: Academic Affairs

FUNCTION: Creates and directs programs that promote excellence, innovation in teaching, and the use of instructional technology in both the classroom and distance learning environments. The Center is the hub of faculty and staff training and it supports instructional design, the College’s distance learning program, and the associated Course Management System. Partners with faculty and management to expand the College’s distance learning offerings and promote collaborative learning techniques. Oversees the management of free time labs and technology of all dedicated campus computer labs.

REPORTS TO: Vice President of Academic Affairs

SUPERVISES: Academic Web Designer and Content Manager, Academic Affairs, Instructional Designer, Office Supervisor and Professional Assistant

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Develops the strategic plan for distance learning and the Course Management System.
2. Manages the Center for Innovation in Teaching and Learning operations including the dedicated and free time laboratories, insuring the needs of the students and academic programs are addressed.
3. Serves as the lead person for the College on all issues regarding pedagogy and instructional technology, the dedicated laboratory and distance learning.
4. Partners with faculty and all levels of management to expand the College’s distance learning offerings and promote collaborative learning techniques.
5. Provides robust training courses and seminars in both pedagogical and technological areas; coordinates with academic deans to insure there are enough online courses to meet demand.
6. Identifies, evaluates, and conducts pilots for leading edge technology products for online and traditional classroom settings; facilitates the implementation of appropriate software.
7. Functions as the primary contact with the New Jersey Virtual Community College Consortium (NJVCCC), NJEdge (Consortium that focuses on reducing technology costs through the virtualization of servers and desktops), and the National Quality Matters Organization on all pedagogy, instructional technology and distance learning issues.
8. Manages processes related to the support of online teaching, the distance learning program, and the Course Management System; drives process improvements through regular process reviews and analysis, recommending changes to senior management and faculty.
9. Develops a set of core outcomes for unit and measures and tracks annual performance against objectives; prepares and submits annual assessment report to the designated office; and fully engages with the College’s Outcomes Assessment Program.
10. Prepares, track, monitors and adheres to an annual budget.
11. Acts as performance manager for all direct reports including managing day to day performance, producing and communicating written performance evaluations, approving requested time off and other points of compliance with HR rules, regulations and unit collective bargaining agreements.
12. Subject to senior management review and final board approval, has the responsibility, power and authority to hire, fire, discipline and promote full and part-time employees.
13. Performs additional tasks or duties as assigned by the Vice President of Academic Affairs or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Possesses solid project management capabilities. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Leadership
- Managing People
- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Master’s Degree in Education or related field is required; PhD is preferred

Experience: Must have minimum of 5 years of teaching experience in a higher education environment; experience teaching online is preferred.

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.
WITH OR WITHOUT NOTICE