



# Turtle Mountain Community College

10145 BIA Road 7  
P.O Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
www.tm.edu

## Distance Learning Coordinator

**Position Title:** Distance Learning Coordinator  
**Contract Term:** 12-month position  
**Accountable To:** IT Director and Academic Dean  
**Salary:** \$55,637 - \$60,406/annually

**Summary of Position:** The Distance Learning Coordinator assists all instructional staff and faculty with the design, implementation and delivery of courses, including implementation of related academic technologies and distance delivery systems. The Distance Learning Coordinator works closely with the Educational Technology Specialist to strategize and plan training to further the College's distance education capacity, in compliance with institutional goals. The Coordinator is also directly responsible for direct faculty and instructional staff training, establishing academic technology competencies and evaluating course designs.

The Coordinator will develop and maintain a system for on-line programs of study that are accredited by the Higher Learning Commission (HLC).

### JOB CHARACTERISTICS:

**Personal Contacts:** This position will work on a regular basis with faculty, staff and students.

**Supervision Received:** This position will be supervised by the IT Director with input from the Academic Dean.

**Essential Functions:** This position provides direct support to instructional staff and faculty to align course designs with established TMCC standards. This position is also responsible for the creation and maintenance of user training and support resources and media (e.g. user guides, tutorial videos, web-based knowledge documentation). This position also provides direct support to troubleshoot and resolve academic technology issues, inclusive of all distance delivery.

The Coordinator will have proven work experience as a training coordinator, trainer, training facilitator or similar role.

### RESPONSIBILITIES:

- Working with the Director of Research, Assessment and Accreditation, the Coordinator will assess and identifies the educational needs of online learning for TMCC. They will then develop formal educational training programs and classes based on assessment results.
- Communicates to faculty, students and other user's availability of and changes to distance learning courses or materials, programs, services or applications.
- Develops distance learning program goals or plans, including input on equipment replacement, quality assurance or course offering plans.
- Assists in the monitoring and assessment of distance delivery education courses and programs.
- Assists in developing and implementing policies and practices related to distance learning.
- Chairs distance learning committee.



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- Initiates the committee to develop instructional, learning and/or performance objectives.
- Makes recommendations regarding course design, technology, and instruction delivery options.
- Define instructional, learning or performance objectives.
- Supports instructional design for faculty teaching on-campus and distance delivery learning courses including development of instructional strategies, course materials, assessment techniques, appropriate integration of instructional technologies and best practices.
- Advise faculty on curricula, instructional methods and policies.
- Designs, develops, and delivers workshops and distance delivery training to faculty and staff in the use of instructional technologies and educational best practices, instructional resources, instructional technologies and multimedia hardware/software to support teaching and learning.
- Ensure that the Interactive Video Network (IVN) equipment and courses are functioning effectively and on time, and coordinate with other institutions on IVN schedule.
- Assists in the development of new distance delivery programs and curriculum; adjust existing distance delivery courses and curriculum in a continuing education environment.
- Creates and maintains user guides for faculty and students.
- Promotes distance learning offerings.
- Reviews current distance delivery courses and develops a master schedule to ensure distance delivery courses are reviewed and updated regularly.
- Analyze enrollment and completion data for all distance delivered courses.
- Researches and provides updates on emerging distance delivery technologies.
- Teaches online courses.
- Repairs and troubleshoots issues on computers and in classrooms.
- Assists with dual credit students with registration and access to course information.
- Develop and implement distance delivery accreditation.
- Performs other position related duties as required.

### **JOB REQUIREMENTS:**

**Knowledge:** This position prefers a familiarity with student learning management systems and video conferencing equipment. Also requires proficiency with standard computer systems concepts and practices for hardware and software. Knowledge of instructional design theory and curriculum development is necessary. Basic knowledge of learning management systems and web delivery tools is also helpful.

**Skills:** This position requires skills in providing training to students and faculty in the distance delivery system. Strong communication skills are required, along with advanced organizational skills and the ability to handle multiple assignments working with multiple people. Analytical thinking skills and attention to detail are also important for this position.

**Abilities:** This position requires the ability to teach using distance delivery methods. Must be an innovative thinker with a passion for life-long learning.

**Physical Demands:** Position will occasionally require long periods of sitting and working on the computer and other office paperwork. Infrequently lifting and carrying up to 20lbs.



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### **REQUIRED QUALIFICATIONS:**

- Minimum of an Associate degree in a Technology related field.
- Minimum of 1-year teaching/training is required.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in instructional design or an education related field.
- Minimum of two years' work experience that includes instructional design or curriculum development is preferred.
- Minimum of 1-year experience with a learning management system, preferably Canvas.
- Accreditation experience.

Revised: 9/13, 5/14, 1/17, 8/17, 4/18, 6/18

Reviewed: 12/21