Unit

DIRECTOR OF ELEARNING	1189	Mgmt. - District
DEPUTY DIRECTOR ELEARNING	4811	Mgmt. - Unit J

DEFINITION

Directs, plans, organizes and oversees efficient eLearning solutions that includes multimedia and virtual learning solutions. The Deputy Director eLearning assists the Director in the management of the branch and acts for the Director as required.

TYPICAL DUTIES

Oversees the development of eLearning plans, schedules, and materials.

Coordinates with senior staff responsible for development of initiatives and activities that promote professional development elearning.

Develops evaluation and feedback processes for eLearning programs.

Develops policies and procedures for eLearning.

Administers the budget, controls expenditures, and allocates resources of the eLearning office.

Assigns projects to staff and supervises staff activities.

Evaluates staff performance and conducts progressive discipline procedures.

Provides advice and guidance to the General Manager, KLCS relative to long range planning for eLearning needs.

Establishes and implements short and long-range goals, objectives, policies, and operating procedures; monitors and evaluates program effectiveness; and effects changes required for improvements.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of eLearning, administers the development and implementation of eLearning programs.

The General Manager, KLCS is the administrator responsible for the development and implementation of policies regarding the goals, purpose, and operation of Television Station KLCS and the administrative direction of the station's operation.

The Deputy Director of eLearning directs, plans, coordinates, and supervises activities related to eLearning.

SUPERVISION

The Director eLearning receives administrative direction from the General Manager, KLCS. General supervision is exercised over lower-level supervisory and management personnel.

The Deputy Director eLearning receives administrative direction from the Director of eLearning. General supervision is exercised over lower-level supervisory and management personnel.

CLASS QUALIFICATIONS

Knowledge of:

Adult learning theories and instructional design methodologies
Effective teaching techniques
Related to IT software applications systems
Lesson plan and coursework development
Methods for assessing training effectiveness
Principles of organization, personnel management, and progressive disciplinary procedures
Project management methodologies
Industry and government standards and compliance
Multimedia Methods

Ability to:

Understand future technology trends
Facilitate executive level meetings and make effective oral presentations
Develop project schedules
Work well under pressure with multiple priorities and short deadlines
Speak clearly, concisely and effectively
Prepare reports and write clearly, concisely, and convincingly
Recognize, analyze, and deal effectively with problems and issues
Prepare and manage budgets
Explain technical terminology to nonexperts
Give feedback and work direction
Provide leadership and prioritize work
Plan and coordinate various projects
Analyze project needs and recommend appropriate technologies and instructional models to meet learning requirements
Manage multiple concurrent projects

ENTRANCE QUALIFICATIONS

Education:

Director

Graduation from a recognized college or university with a bachelor's degree, preferably in public, or business administration, computer science, education, or a related field.

Deputy Director

Graduation from a recognized college or university with a bachelor's degree, preferably in public, or business administration, computer science, education, or a related field. Additional qualifying experience may be substituted for the required education on a year for year basis for up to two years of the educational requirement.

<u>Experience</u>:

<u>Director</u>

Five years of management or administrative experience in developing, coordinating, conducting, and implementing training related to information technology or instructional technology. The aforementioned experience must include at least two years of instructional design experience related to the development and implementation of web-based learning projects and instructional solutions or one year of experience training in existing IT systems or instructional technology classes for classroom teachers.

<u>Deputy Director</u>

Four years of supervisory or management experience in developing, coordinating, conducting, and implementing training programs related to information technology or instructional technology. The aforementioned experience must include at least one year of instructional design experience related to the development and implementation of web-based learning projects and instructional solutions or one year of experience training in existing IT systems or instructional technology classes for classroom teachers.

<u>Special</u>:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

1. Director of eLearning is a management class, exempt from bargaining units.
2. Exempt from FLSA.
3. Incumbents in these classes may be required to travel.
4. An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Title change only from
Director and Deputy Director
Of IT, Training
07-26-12
SH