

Director, Center For Innovative Teaching And Learning at Northwest Florida State College

Position:	Director, Center for Innovative Teaching and Learning
Department:	CITL
Hours:	Full-Time
Classification:	Administrative I
Salary:	\$52,661-\$84,684
Location:	Niceville
FLSA Status:	Exempt
Application Deadline:	Review of Applications will begin immediately.



Duties and Responsibilities

The Director, Center for Innovative Teaching and Learning (CITL) position is directly accountable to the Executive Director, Academic Planning, Excellence, & Acceleration.

The individual filling this position is expected to play a positive role in helping the College change as necessary to effectively carry out its mission. Occasional evening and Saturday duties are required.

PRIMARY RESPONSIBILITIES

- Provide and execute a strategic vision for comprehensive faculty development at the College in support of student success and retention.
- Articulate vision for excellence in teaching and learning which incorporates the thoughtful, effective adoption of instructional technologies.
- Evaluate and direct online teaching and learning, updating quality standards for courses and online instruction in coordination with academic chairs and directors.
- Assess and monitor the quality and efficacy of online courses and develop recommendations for the improvement of online learning outcomes at the institution, providing data-informed recommendations to academic program leadership to support continuous improvement efforts.
- Lead the Center for Innovative Teaching and Learning, including the development of short-term and long-term training for faculty and instructional staff. The focus is excellence in teaching practices aligned with meeting the needs of an open-access institution.
- Develop and implement strategy that makes accessibility a foundational element of all instructional content and professional development developed in and delivered through the CITL.

Duties and Responsibilities - continued

- Supervise and train the trainers within the College's CITL staff, preparing staff to develop and lead workshops and training events that model best practices in teaching and incorporate a mix of active and engaged learning strategies as promoted by the College's ongoing Quality Enhancement Plan.
- Collaborate with Quality Enhancement Plan (QEP) and Title III team leadership to assign and prioritize work for CITL employees with joint responsibilities for College initiatives.
- Serve as the College's primary instructional technologist and designer, overseeing functional and aesthetic quality of standardized course design and development and supporting routine maintenance of systems to maximize uptime of learning technologies platforms managed by CITL.
- Assist in defining institutional strategies for online education and continued innovation of course modalities and scheduling, including competency-based approaches in specific fields.
- Serve as the budget manager for the CITL, preparing and delivering a budget annually that aligns with presidential priorities and the College's Strategic Plan.
- Participate in the annual review of the costs of distance learning development and delivery, submitting proposals for changes to distance learning and hybrid course fees as necessary.
- Assume primary responsibility for the management and processing of contracts for all CITL purchases and technology platforms.
- Complete the annual renewal documentation to maintain the College's FL-SARA and NC-SARA memberships.
- Ensure the College remains in compliance with all requirements related to online learning and FL-SARA membership.
- Maintain current knowledge of regional accreditation requirements relevant to online learning.
- Maintain current knowledge of legislative requirements relevant to postsecondary instruction and online learning.

Apply Now

Provide a complete application package that includes **all** of the following:

- NWF State College Application
- Resume
- A cover letter explaining why you consider yourself qualified for this position
- Copies of unofficial transcripts. (*All degrees must be from a regionally-accredited postsecondary institution.*)

To apply for this position, please visit our website: <https://nwfsc.interviewexchange.com>, or Human Resources, Northwest Florida State College, 100 College Blvd., Niceville, FL 32578 (Tel. #850-729-5365). NWFSC offers an excellent fringe benefit package. If you are disabled and need accommodations in order to participate in the application/selection process, please notify Human Resources before the specified closeout date. All qualified persons will be considered on an equal basis. Any applicant's grievance should be addressed to the Human Resources Executive Director. Northwest Florida State College does not discriminate based on age, color, ethnicity, race, national origin, disability, marital status, pregnancy, religion, genetic information, sex, gender, or any other legally protected classification in its employment practices or its educational programs or activities. In accordance with the Americans with Disabilities Act, NWFSC strictly prohibits the discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms and conditions of employment. Preference will be given to eligible veterans and spouses of veterans for Career Service positions. NWFSC is an Equal Access/Equal Opportunity Institution and a Drug Free Workplace.



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- Maintain current knowledge of regional accreditation requirements relevant to online learning.
- Maintain current knowledge of legislative requirements relevant to postsecondary instruction and online learning.
- Manage, route, and assist in resolution of student complaints regarding academic disputes and grade grievances.
- Provide quality assurance in the department's system for support tickets, tracking response time and customer service.
- Lead continuous improvement efforts targeting quality of certification and training programs for faculty and staff.
- Lead project management for the department, prioritizing instructional needs and proactively identifying areas for new training and technology, coordinating with other College teams to ensure that training development needs are met.
- Chair and participate on assigned work groups.
- Assist the VPAA with planning, implementation, and evaluation of New Faculty Workshops, Convocation faculty-development events, Adjunct Orientation, and other Academic Affairs initiatives.
- Complete annual mandatory compliance training.
- Perform such other duties and services as assigned by the Executive Director, Academic Planning, Excellence, & Acceleration and the Vice President of Academic Affairs.

Qualifications

- Bachelor's degree from a regionally accredited postsecondary institution in instructional design, instructional technology or other related field required with seven years of experience.
- Master's degree preferred.
- Online teaching experience preferred.
- Familiarity with media production in instructional settings preferred.

Qualifications

- Experience planning, developing, and delivering professional development in higher ed required.
- Large-scale event planning experience preferred.
- Knowledge of current pedagogical theories and applications for online education preferred.
- Knowledge of accessibility best practices and ADA compliance required.
- Knowledge and skills to utilize Learning Management Systems and related instructional technology required.
- Skills to effectively oversee instructional design and delivery of online education preferred.
- Supervisory experience in a professional or postsecondary setting preferred.
- Demonstrated ability to communicate effectively and work harmoniously with faculty, students, staff and general public.

Benefits

- College paid health insurance for employee, dependent coverage at employee's expense
- College paid basic life insurance for employee, additional coverage for employee and/or dependents at employee's expense
- College paid retirement with 3% employee contribution to the Florida Retirement System (FRS)
- Optional dental and vision insurance at employee's expense
- Sick and Annual (Vacation) Leave accrual
- Time off for designated holidays, winter break, and spring break
- 36-hour work week
- Free tickets to designated Mattie Kelly Arts Center and Raider Athletic events

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