Position Title: Senior Director of Center for Innovation in Teaching and Learning (CITL)

Department: Center for Innovation in Teaching and Learning

Reports To: Vice President for Academic Affairs

Classification/ FLSA Status: N/A (Exempt) (Faculty Position)

Primary Function: The senior director will be responsible for overseeing and directing all functions of the Center for Innovation in Teaching and Learning (CITL), including instructional design; instructional technology use; clinical and didactic assessment processes; faculty development; collaborative, blended, and e-learning; and curricular research and development.

Key Responsibilities:

1. Develop and articulate a mission, vision, and strategic plan for the Center for Innovation in Teaching and Learning in consultation with the Office of Academic Affairs.
2. Establishes and monitors goals for the office:
    a. for integration of instructional technology and communication multimedia within courses and research to achieve pedagogical goals;
    b. for faculty development programs and initiatives to enhance teaching and learning and to nurture faculty at all stages of the career cycle;
    c. to encourage, foster, and support faculty in curricular development and SoTL (Scholarship of Teaching and Learning) research.
    d. Oversight of didactic and clinical assessment processes.
    e. Continuous evaluation and improvement of didactic, clinical and programmatic assessment processes.
3. Collaborates with the Office of Institutional Effectiveness to establish and implement a teaching and learning program mechanism, resource assessment and reporting to provide a means of measurement and continuous quality improvement.

4. Consults with academic departments and individual faculty to understand academic needs in curriculum, assessment, teaching, technology and engaged learning, and facilitates effective response through resources, planning and expertise.
5. To design, implement and oversee didactic course, clinical and program assessment processes.
6. Coordinates ongoing, formal academic assessment processes in the didactic setting and collaborates with the Director of Instructional Design for assessment in the clinical setting to ensure ongoing improvement of the instructional program and student experience.
7. Designs, implements and oversees course, clinical and program assessment processes
8. Support faculty in the development and ongoing evaluation of course student learning outcomes.
9. Oversee the continuous evaluation and improvement of the academic assessment process, including educating faculty in effective assessment methodologies and utilization in order to instill a greater understanding of and commitment to the process.
10. Meets with the Offices of Academic Affairs, Information Technology and Learning Resource Center regularly to ensure coordination of resources and clarification of roles in supporting use of instructional technology and media in the academic programs.
11. Assists in the ADDIE (analysis, design, development, implementation and evaluation) process of learning materials to ensure that they are functional, intuitive, informative and consistent with sound instructional design principles.
12. Plans faculty development events in collaboration with the Office of Academic Affairs.
13. Plans, develops and teaches faculty development workshops and other activities in areas of pedagogy, instructional design and in the use of specific instructional technology tools.
14. Assists in the development of the instructional budget as it relates to teaching and learning.
15. Identifies and develops outside funding opportunities related to teaching and learning and instructional technology in conjunction with the Business Office and the Office of Academic Affairs.
16. Assumes other such duties as assigned by the vice president for academic affairs.
17. Lends enthusiastic support to college policies and to fellow co-workers.
18. Participates in the annual Lyceum program.
19. Demonstrates a commitment to the mission of Sherman College.

Basic Knowledge and Skills:

1. Master's degree in education or related field; three years of experience designing instructional materials in higher education; demonstrated knowledge of and experience with educational technologies.
2. Knowledge and understanding of current issues, research, innovations, and scholarship in teaching and learning.
3. Knowledge of the use of current technologies in creative teaching and learning.
4. Extensive experience with instructional development technology tools
5. Extensive experience with Apple products (hardware and software)
6. Knowledge of and expertise in theories and methods of classroom assessment and evaluation
7. Excellent oral and written communication skills; ability to interact professionally with a diverse group of users and support staff.
8. Attention to detail
9. Excellent organizational skills.
10. Ability to interpret faculty needs and produce instructional materials.
11. Ability to think creatively and to demonstrate creative problem solving

Reporting to this position:

1. Director of Instructional Technology
2. Director of Instructional Design and Clinical Assessment

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand/sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

Mental Stresses: Multi-task demands

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

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Signature: Date: