

JOB INFORMATION

Effective Date	1/14/2022
Job Code:	3903
Job Title:	Dir, Tech Learning Services
Salary Grade/Structure:	080 - Admin-Professional
Career Level Name:	M3 - Middle Manager
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	
Job Family:	
Job Summary	The Director of Technology Learning Services will partner with other internal leaders to design and implement university-wide innovation initiatives. Reporting to the Assistant Vice President for Information Technology/Chief Information Officer, the Director of Technology Learning Services leads University Computing & Telecommunication's (UCT's) instructional design and technologies team to identify, acquire, implement, and support technology-rich and traditional teaching and learning opportunities that support improved learning in face-to-face, hybrid, and fully online learning environments. The director will actively seek campus strategic partnerships to identify and address faculty needs and to provide opportunities for innovation and professional development in leveraging learning technologies to better support teaching, learning and student academic success. The director supervises a team of instructional designers, technology specialists, and others who provide services including workshops, webinars, individual consultations with faculty, course design and development, multimedia development, and investigations of emerging technologies and their applicability to the university's instructional goals.

COMPETENCIES

Competencies

Please refer to the [UHCL Human Resources webpage](#) for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Master's Degree	Master's degree in Instructional Design, Instructional Technology, or a related field.	Required	
Doctoral Degree	Terminal degree in Instructional Design, Instructional Technology, or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Progressive experience as a senior/lead instructional designer/technologist and have supervision/administration experience, including management of instructional design/technology projects.	Required	
Less than 3 yrs	Progressive experience in handling supervised personnel and administering programs directly related to instructional design/technology in higher education for at least four (4) years.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Broad-based knowledge and skill in operating a variety of software applications used in multimedia, course design and development, technology-mediated teaching and learning, and learning management systems. 	Proficient
<ul style="list-style-type: none"> Proven experience with curriculum and instructional design principles and practices, including adult learning theories, active teaching and learning, learning design, e-learning design principles, web-mediated assessment, universal design for learning (UDL), and evaluation methods. 	Proficient
<ul style="list-style-type: none"> Demonstrated ability to work collaboratively with academic leadership, faculty, staff, and other stakeholders to define and support institutional policies, operations, and strategic direction related to instructional technology. 	Proficient
<ul style="list-style-type: none"> Skill in providing leadership for the successful integration of learning technologies and teaching techniques into instructional programs and activities, including face-to-face, hybrid, and fully online instruction. 	Proficient
<ul style="list-style-type: none"> Ability to communicate effectively and work cooperatively with academic leaders, faculty, staff, and other stakeholders. 	Proficient
<ul style="list-style-type: none"> Ability to lead, manage, supervise and motivate a diverse instructional design and technology team. 	Proficient
<ul style="list-style-type: none"> Demonstrated ability to develop, articulate and implement strategies and procedures for academic instructional technology to support successful teaching and learning. 	Proficient
<ul style="list-style-type: none"> Demonstrated detail-oriented leadership with a demonstrated ability to coordinate multiple tasks with minimal supervision. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Provides strategic direction and leadership for all aspects of instructional design and technology used to support face-to-face, hybrid, and online courses and programs across the university. 	20%
<ul style="list-style-type: none"> Supervises and mentors the instructional design and technology team to direct the design, development, implementation, and evaluation of web-mediated teaching and learning. 	20%
<ul style="list-style-type: none"> Provides expertise in a broad array of educational technologies, including learning management systems, data management, instructional design tools, instructional audio/video, visual design, and universal design for learning. In addition, facilitates the accomplishments of the University and Institutional Strategic Objectives. 	20%

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Collaborates with campus offices, committees, and stakeholders to identify areas for faculty development, and the evaluation and implementation of effective technology-mediated learning teaching and learning strategies. 	10%
<ul style="list-style-type: none"> Represent UHCL and UCT on the technology-related system and campus committees and at conferences and workshops, both regional and national. 	5%
<ul style="list-style-type: none"> Build and maintain strong relationships with college and division programs, faculty, staff, and other stakeholders to also develop and report all relevant metrics associated with the University and Institutes Strategic Plan. 	5%
<ul style="list-style-type: none"> Support faculty and academic leadership in the development and implementation of procedures to promote quality, effective design, and active teaching in learning in fully online, hybrid, and face-to-face courses. 	5%
<ul style="list-style-type: none"> Assist and provide consultation with administration, faculty, and staff regarding technology-mediated instruction, active teaching and learning, and other related matters, including guidelines for instructional design and performance improvement processes. 	5%
<ul style="list-style-type: none"> Serves as an institutional administrator for the university's learning management system (LMS) and other enterprise tools that support technology-mediated teaching and learning. 	5%
<ul style="list-style-type: none"> Performs all other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	Yes

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description