



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

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| TITLE | Executive Director of Online Learning |
| POSITION NO. | 502873 |
| LOCATION | Warwick |
| REPORTS TO | Dean of Learning Commons and Classroom Technology |
| GRADE | BOE 17 |
| WORK SCHEDULE | Non-Standard: 35 hours per week |
| SUPERVISION | Professional and clerical staff |
| LIMITATION (if applicable) | N/A |
| REVISION DATE | June 2024 |

JOB SUMMARY:

Reporting to the Dean of Learning Commons and Classroom Technology of the Community College of Rhode Island (CCRI), the Executive Director of Online Learning has a vital role for the development, management, and quality assurance for online courses and programs. The Executive Director serves as the primary administrator responsible for ensuring that online courses and programs meet quality assurance metrics, accreditation standards of the regional accreditor NECHE, and national regulatory compliance requirements including NC-SARA. The Executive Director will lead the development, implementation, and assessment of online courses and will focus on both quality and innovation in online learning. This role will be involved in the strategic planning for online programs and will implement market research in collaboration with key stakeholders to review future program opportunities.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Academic Development

- Lead the development, implementation, and assessment of online courses and programs with a focus on both quality and innovation in online learning.
- Formulate and execute an effective development strategy for online courses and programs.
- Participate in the college's strategic planning by engaging in market research to review future program opportunities.
- Ensure that online courses and programs meet quality assurance metrics, accreditation standards of the regional accreditor NECHE, and national regulatory compliance requirements including NC-SARA.

Departmental Support

- Evaluate and make recommendations regarding new tools and technologies to support and enhance the development and delivery of online and hybrid courses.
- In collaboration with Information Technology, review educational technology tools such as the Learning Management System and related software, to ensure that faculty have the necessary support for teaching online.
- Ensure that faculty and student online support functions are aligned to promote student success.
- Connect and collaborate with constituents across relevant departments to manage program development and to ensure accessibility of content.
- Professional Development
- Develop and lead training programs designed with best practices for online learning.
- Promote instructional innovation in the use of educational technologies that enhance teaching and learning.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- A Master's degree in a related area of expertise.
- A minimum of 5 years of experience in oversight of online learning.
- A minimum of 3 years of managerial experience.
- Demonstrated experience in instructional design and online pedagogy.
- Demonstrated ability to collaborate with internal and external stakeholders in the delivery of online education.
- Knowledge of the compliance standards associated with online learning.

PREFERRED QUALIFICATIONS:

- The ability to collaborate with faculty within a unionized environment.
- Experience with accreditation associations.
- Expertise using key technologies including learning management systems, Microsoft Office, analytical tools and educational technologies.
- The ability to analyze data to improve online enrollments, student outcomes, and the design and delivery of online instruction and programming.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.