



Job Description

Coordinator of Distance Learning and Instructional Design

JD: 2022
Pay Grade: G11

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum two (2) years' experience in the coordination or management of a distance learning program and a Learning Management System (LMS); minimum of two (2) years' experience teaching in a face-to-face or an online environment; and curriculum development experience.

Minimum Education Requirements: Master's Degree in Instructional Design, Instructional Technology, Information Technology, or related field.

Direct Supervisor: Dean of Academic Affairs

Supervisory Responsibility: Direct (0); Indirect (0)

Primary Work Location: Office Setting

Certification:

Job Summary: This position is responsible for working collaboratively with faculty, staff, and students to promote campus-wide online learning initiatives and ensure quality teaching and learning experiences. The position serves as the administrator of the Learning Management System (LMS), provides user support, and acts as the primary point of contact for the online bookstore. Responsibilities may include teaching up to six (6) credits per semester, providing in-person LMS support to students at local high schools, and working evening and weekend hours as needed.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

Administrative Management:

- Serve as the primary distance education liaison with Maryland Community Colleges, subject matter boards, affinity groups, and consortia.
- Provide strategic guidance to administration on the planning, implementation, professional development, and support of instructional technology and distance learning to advance student achievement and institutional goals.
- Collaborate with faculty, directors, and administration to coordinate, implement, and assess distance learning initiatives aligned with strategic institutional priorities.
- Contribute to institutional planning and budgeting by providing assessment data, analysis, and support for distance education and instructional technology initiatives.
- Oversee coordination of the online bookstore by providing student support, facilitating faculty entry of required course materials, producing reports to support academic and operational needs, and coordinating third party course material purchases.
- Serve as a partner in advancing the institution's strategic vision by supporting high quality, innovative, and student-centered teaching and learning practices.

LMS Administration:

- Oversee the institution's Learning Management System (LMS), including system stability, troubleshooting, resource evaluation, and archive management.



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- Manage LMS course shell creation, initial academic course enrollment, and serve as a liaison for faculty, adjunct faculty, and Continuing Education and Workforce Development (CEWD) instructors, and staff regarding student enrollment updates and technical issues.
- Support faculty and students in the use of the LMS through orientations, technical support, tutorials, virtual and in-person assistance, and at off-site locations, including providing on site assistance at local high schools as needed.
- Monitor online enrollments, provide reports, and analyze data about distance education courses.

Faculty Support and Training:

- Assist in developing, coordinating, and conducting training and professional development opportunities for faculty and adjunct faculty focused on classroom instructional technology and instructional design strategies.
- Develop and deliver ongoing training to faculty and adjunct faculty in online pedagogy and best practices for successful design and delivery of distance education courses.
- Make continuous improvements in the creation, use, and implementation of online, hybrid, and web-enhanced course offerings to meet student needs using authorized tools and technologies.
- Use feedback, participation data, and course outcomes to inform faculty training efforts and support institutional planning and assessment initiatives.

Instructional Design and Curriculum Development:

- Partner with faculty and adjunct faculty to design and develop classroom and online courses using evidence-based teaching strategies and instructional technologies that enhance student engagement, persistence, and learning outcomes.
- Research, evaluate, and support the integration of emerging instructional technologies and distance education tools across credit and non-credit courses.
- Apply inclusive and evidence-based teaching practices that support diverse learners and institutional completion goals.

Quality Assurance and Compliance:

- Assist in program review and assessment of distance education and instructional technology services to support accreditation and continuous improvement.
- Coordinate the implementation and evaluation of online course design standards in collaboration with academic leadership.
- Provide instructional design assistance, technical support, and leadership in emerging technologies and pedagogical standards to support institutional initiatives.
- Use assessment data and faculty feedback to inform improvements in online course design, instructional practices, LMS administration, and instructional technology services.
- Continue personal professional development to remain current with emerging technologies and instructional techniques.
- Perform other duties as assigned.



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Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this position must have the following knowledge, skills, and abilities upon application:

Knowledge

- Comprehensive understanding of online learning development using Blackboard or another MLS.
- Current Web technologies, multi-media, and learning activities development.
- Creation and facilitation of faculty development.
- OER resources and implementations.
- Demonstrated online learning development.
- Computer software used within the department to include but not limited to Microsoft Office 365 (Word, Excel, TEAMS, One Drive, PPT, etc.)
- Comprehensive understanding of digital accessibility and artificial intelligence as they apply to higher education.

Skills

- Strong written and oral communications and relational skills.
- Strong documentation skills.
- Establishing and maintaining effective working relationships with faculty, staff and students.

Abilities

- Work effectively with administrators, faculty, and staff in academic and administrative functions.
- Lead development of instructional content that adhere to learning standards.
- Effectively organize and manage multiple tasks
- Work independently, exercise initiative and follow through to completion of assigned tasks.
- Work in a team environment.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date