This form should be used for requesting new staff positions and included in the program review process.

Initiator: Keith Snow-Flamer

Date: October 31, 2014

Department: Instruction and Student Development—Library and Distance Education

Requested Amount: $80,000

Divisional Rank (if any): 

Position description (please provide details about the position need):
[form will expand as needed]

Under the direction of the Vice President, the director is responsible for the overall management and direction of library services and operations. The director also assumes overall responsibility for the distance learning program which provides educational programs for students via telecommunication modes of instruction including but not limited to computer delivered instruction; internet based instruction; mobile learning, and two-way audio, two-way video teleconferencing. Supports and promotes the library mission the vision for technology enhanced instruction that supports the college In consultation with library faculty and staff, this position is responsible for the planning, implementation, management and maintenance of programs and services supporting the use of computer and related technologies.

Statement of Need (Justify the need for the position)

We currently have two faculty on release time serving as a Director of the Library and a Director of Distance Education. The release time agreements sunset at the end of the 2014-15 academic year and permanent leadership must be found. Cabinet agrees that one director serving a dual leadership role for the both the Library and Distance Education is appropriate.

Link with Institutional Goal/Assessment Results (Describe):
Essential Duties and Responsibilities

1. Supervises and coordinates Library and distance education staff, including the selection and evaluation of librarians.
2. Administers library and technology enhanced instruction operations, including budget preparation, development and implementation of policy, assessment of services/resources and personnel management.
3. Works with academic leadership in the development, staffing, and delivery of library resources, services, and support for all programs and courses, including that offered using technology enhanced modes of instruction.
4. Participates in library technology planning in collaboration with the college’s IT department.
5. Works with the Department of Information Technology to ensure solid infrastructure for library resources and services, and support for technology enhanced instruction.
6. Maintains the academic policies and standards of best practices relating to library and technology enhanced instruction.
7. Leads the program review and revision process for the library and distance education, using student outcomes data and input from appropriate library or distance education committees to inform decision making.
8. Collaborates with the academic leadership and Academic Senate to implement effective and creative methods to support faculty development;
9. in designing, instructing, or reviewing activities where the training is based on online pedagogy, instructional media, quality assurance programs.
10. Provides administrative and technical support for instructional technology in both the library and distance education to improve learning outcomes.
11. Engages the academic community in the exploration, discussion, and assessment of educational technology and works collaboratively across the college to leverage and expand existing efforts into an intentional program of faculty support.
12. Carries out special assignments as directed by the Vice President.

Qualifications

Knowledge and Skills
1. Program management that includes the development and application of electronic formats and other information technology resources.
2. Emerging technologies and trends in higher education.
3. Copyright and intellectual property rights, in libraries and in virtual learning environments.
4. Student learning outcomes.

New 11/14/12
Abilities
1. Work in a positive way with faculty, administration, classified personnel, students, and the public
2. Create and maintain a high staff morale to achieve consensus while demonstrating a sensitivity to, and understanding of, the college's diverse populations of students and staff
3. Communicate clearly, both orally and in writing
4. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students

Education and Experience
Master’s degree or higher in library science, or library and information science. A minimum of two years’ experience in the administration of an academic library, including supervision of clerical and professional staff. Experience teaching and developing online courses and program development Working knowledge of MS Office applications, SQL, PHP, and HTML. Strong analytical, organizational, communication and interpersonal skills, and flexibility in the workplace required. Experience working with Ex Libris Aleph, Illiad, (in our case, Koha).