**Director, Academic Technology Standard Job Description**

**Classification Title:** Director, Academic Technology

**FLSA Exemption Status:** Exempt

**Pay Grade:** Commensurate

**Job Description Summary:**

The Director of Academic Technology, under general direction, builds a vision and strategic plan for ongoing faculty development and student success in technology enhanced pedagogy. Designs and deploys systems to support the integration of technology resources in learning, teaching, and research activities. Facilitates faculty technology development and supports distance learning needs of the University community.

**Essential Duties and Responsibilities:**

**40% Leadership and Oversight of Educational Technology**

* Provides direction and leadership for systems and software that support instructional design services.
* Oversees and allocates staff duties to ensure effective management of academic and information technology infrastructure.
* Serves as the primary custodian of student information within the digital ecosystem.

**20% Development and Implementation of Resources**

* Designs, creates, deploys, and manages self-help resources for instructional use.
* Identifies, develops, implements, and evaluates curriculum-related resources and tools.
* Coordinates and manages all student educational systems to enhance learning experiences.

**10% Training and Support for Faculty**

* Coordinates and conducts regular workshops and ongoing training for instructional design implementation.
* Connects faculty with external professional development opportunities related to technology and pedagogy.
* Researches and recommends new technologies to enhance teaching and learning.

**10% Documentation and Compliance**

* Develops and maintains documentation in support of resources and services.
* Oversees the intake process for system and software renewals to ensure compliance with guidelines.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Master’s degree in applicable field or equivalent combination of education and experience.
* Ten years of related experience in course design or curriculum design including demonstrated experience in a leadership capacity in a higher education setting.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of managing budgets, projects, and resources.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**