POSITION ANNOUNCEMENT

TEACHING AND LEARNING COORDINATOR

General Description:
The Teaching and Learning Coordinator works under the Dean of Teaching and Learning to lead the department in the development and delivery of training and professional development opportunities for Grayson College faculty.

Responsibilities:
- Responsible for creating, enhancing, and delivering courses that meet best practice standards and provide engaging learning opportunities for students.
- Lead in the creation of a range of faculty development opportunities across a wide variety of disciplines and utilizing a variety of delivery methods.
- Direct faculty development activities in the design and production of learning materials in a variety of formats which would include web-based technology, print, graphics, audio, video, animation and multimedia to support teaching and learning.
- Support instructional design for faculty including development of instructional strategies, course materials, assessment techniques, and appropriate integration of instructional technologies and best practices.
- Serve as a point of contact for faculty who are working on course development.
- Support the course evaluation process for all courses taught at Grayson College.
- Work collaboratively with the T & L team to establish processes for scalable course design, redevelopment, and enhancement.
- Identify and cultivate new opportunities for instructional innovation.
- Determine course-level assessment models and work with instructors to help them build appropriate assessment into individual courses.
- Stay up-to-date on best practices in course design, and maintain an online repository of teaching resources for faculty.
- Work with outcomes-based assessment.
- Promote and coordinate collaboration among colleagues.

Qualifications:
Expected - A Master's Degree in Education or a related field and 5 years' experience with instructional design, instructional technology, and teaching. Possess excellent communication and interpersonal skills as well as good organizational skills for course creation and implementation. In addition, the successful candidate must be able to communicate concepts and ideas to individuals and large groups, and will also be able to interpret, evaluate, recognize, and define problems and provide resolution through analytical thinking. The T & L Coordinator must demonstrate excellence in creating innovative online and classroom-based learning objects and a passion for instructional design and student-engagement strategies.

Preferred - Experience teaching college courses face-to-face, online, and in a high school/dual credit environment is preferred, as well as experience with community service/service learning. Experience as an Instructional Coach is desirable.

Application Closing: Until filled        Employment Date: August - 2015
Salary: Commensurate with experience
Benefits: Group Health and Life Ins. (60+ day waiting period for Health), Educational Retirement, Disability/Dental Ins. (opt.), Social Security.

IMPORTANT NOTE TO ALL APPLICANTS: Applications are not considered complete until all required documents have been submitted. If the position for which you are applying requires a degree, certification or license, you MUST include a copy of your qualifying transcripts, certification or license in order to be considered. If your degree is from a country other than the United States, you must also include an evaluation from a NACES member evaluation agency indicating the U.S. equivalency of your degree. In addition to a Grayson College application the following must be provided:
- Resume
- Transcripts of all college work (Copies should only be submitted at time of application. Official transcripts will be required prior to job offer)
- Certification
- Three (3) professional reference letters.

This is a security sensitive position. For position information contact: Human Resources Department, Grayson College, 6101 Grayson Drive, Denison, TX 75020 or e-mail jobs@grayson.edu. For questions, please call (903) 463-8770.

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ADA/Section 504 and Title IX Coordinator, Director of Human Resources, 6101 Grayson Drive, Denison, TX 75020 (903) 415-2624.