

Phoenix College and Mesa Community College

Summary of Day-to-Day Services

- Coordinate, support and conduct instructional design best practices in professional development of faculty;
- Develop, coordinate, support and conduct integration of pedagogy and technology best practices in professional development of faculty;
- Software/hardware research, training and support;
- Instructional technology, Instructional Design, Learning Space Design, Pedagogy, and Culturally Responsive Teaching research, training and support;
- Administer, program, support, and train LMS installation and use
- Coordination (and back-up) of LMS (Canvas) adoption and support;
- Support district wide initiatives including Maricopa Priorities, Maricopa Millions, etc.;
- Ensure high-quality course design and delivery including providing guidance to faculty in setting and adopting standards for course development and developing processes to monitor quality;
- Research and recommend instructional strategies for adult learners (for all course formats) which address diverse learning styles, abilities, and backgrounds;
- Support faculty in selecting online course materials (with special consideration for OER/copyright) consistent with instructional design principles and educational research and synchronizing media and technologies with instructional goals
- Orders supplies and support materials; monitors budget; prepares budget reports
- Coordinates events to include advance scheduling of facilities and technology, obtaining bids for catering, creating promotional materials, creating requisitions and travel expenses, monitoring the budgetary impact, and communicating status during team meetings
 - Support the CTL Rooms - all events scheduled in CTL calendars and 25 Live
- Provides support to department personnel for purchasing, tracking purchasing, filing, organizing,
- Supports Employee/Faculty Development activities and processes including AFPG
- Support Distinguished Teacher Awards, District Innovation Awards, Endowment Awards, Learning Grants, etc. processes and file maintenance
- Creates promotional materials under tight timelines
 - Create monthly workshop calendars, etc
 - Create email announcements for events
- Serve as back-up to assist faculty 1-1, email and over phone with Canvas questions
- Serve as back-up to answer escalated student help desk calls in the RIO help desk system
- Serve as back-up to create course shells, enroll users, etc for Canvas LMS
- Track registrations for workshops and other events, such as:
 - convocation
 - CTL training
- Maintain the CTL calendars

- Create contracts for Faculty (such as: eLearning Grants, stipends for Adjunct Faculty Convocation, etc)
- Monitor the activities of the Departmental Work Study (if the department has one), Federal Student Work Study (if the department has one), and Temporary Employees (if the department has one)
- Supervise activities and oversee staff and department initiatives
- Develop and promote college strategic priorities and initiatives
- Conduct annual evaluations on department faculty and staff
- Support and develop programming for Title III and other grants as needed

Summary - work with stakeholders at the college to create strategies, direction, goals and initiatives for the training and development of faculty related to College and District Strategic Directions and Priorities. Foster a vision for and current knowledge of teaching excellence grounded in educational research and expertise and analyze and use data to identify areas to focus on for continuous improvement.

- Oversee the day-to-day operations for the Center for Teaching & Learning including strategic planning, staffing, and budget
- Collaborate with departments and key stakeholders to meet instructional professional development needs;
- Collaborate to provide strategic direction for faculty professional development;
- Coordination (and back-up) of LMS (Canvas) adoption and support;
- Support campus initiatives such as Assessment, HLC, Strategic Planning/Budgeting, HSI, GPS, eLearning, Syllabus Project etc.;
- Support Faculty Development programs and events including PAR, FYRE and Adjunct Faculty Convocation

Job Summary:

Working within a learning college environment, this position consults, trains, and serves as a resource person to faculty, administrators, Instructional staff in design, development, evaluation and revision of teaching, learning, programs, curriculum, and assessment needs.

40% - Coordinates and conducts training classes on pedagogical teaching principles, best practices for online learning, instructional software usage, various district-supported desktop applications and the Maricopa administrative systems for employees; assists in staff development on instructional applications of technologies and instructional methods

20% - Consults with faculty in the development of curriculum and in teaching strategies and facilitates the implementation of instructional innovations

20% - Researches and develops end-user documentation and training materials for various technology training classes

10% - Provides user and troubleshooting support via phone helpline and individual support

10% - Attends training, department meetings, and actively participates on different technology and training teams