



SCHEENECTADY COUNTY COMMUNITY COLLEGE

POSITION DESCRIPTION

TITLE: TEACHING AND LEARNING FACULTY SPECIALIST

FUNCTION OF THE POSITION:

The Teaching and Learning Faculty Specialist will play a critical role in designing and implementing faculty development programming. The Teaching and Learning Faculty Specialist will support faculty in areas such as classroom instruction and innovative uses of online technologies and collaborate in providing curricular and pedagogical development to academic faculty and partners who teach, instruct, and train students.

SPECIFIC RESPONSIBILITIES:

- Helping faculty design/develop online/hybrid courses and programs along with utilizing the LMS
- Providing support for faculty using podcasting, Webcasting, and Web conferencing for teaching
- Providing vision and leadership for faculty development
- Collaborating with academic units and individual faculty in the design and planning of curricula, courses, learning environments, and experiential learning
- Collaborating on vision and planning for emerging teaching and learning technologies and E-platforms
- Staying abreast of literature on teaching and learning and network with local, state, and national groups and individuals
- Leading campus collaborations in the scholarship of teaching and learning and consulting with campus partners regarding grant funding for faculty and curriculum development
- Designing, conducting, and coordinating faculty development programs including faculty learning communities, workshops and seminars
- Consulting with individual faculty and teams
- Researching technological solutions to teaching and assessment issues and concerns and developing online training materials

QUALIFICATIONS:

- A Masters degree in curriculum design or related field
- Previous teaching experience
- Online course experience
- Course management system experience
- Demonstrated experience utilizing a wide range of technologies
- Ability to work independently
- Demonstrated knowledge of theories of learning and curricular design, and innovative teaching approaches (e.g., collaborative learning, service learning, problem-based learning, writing to learn)
- Knowledge of learning and program assessment strategies
- Knowledge of use, implementation and best practices for instructional technologies

REPORTING RESPONSIBILITY:

This is a 12-month position that reports directly to the Vice President of Academic Affairs.

DATE: January 2012