

Director of Information Systems & Technologies (IST)

The Director of IST is responsible to the Vice-President of Information Systems and Technology. The Director collaborates with faculty, division chairs, program directors, campus leadership, student support departments, and the Dean of IST to provide strategic leadership for instructional technology, distance education, digital learning initiatives, accessibility compliance, and course quality improvement efforts across the institution. The Director promotes excellence in teaching and learning through innovative technologies, instructional design, artificial intelligence, and professional development. This is a security-sensitive position and is subject to a criminal history record check. (Texas Government Code 411.094 & Texas Education Code 51.215).

Essential Duties and Responsibilities

Leadership and Strategic Planning

- Provide leadership and strategic direction for instructional systems, educational technologies, distance education, and digital learning initiatives.
- Develop and implement policies, procedures, standards, and best practices related to instructional technology and distance education.
- Research and evaluate emerging technologies, instructional tools, artificial intelligence applications, and educational trends to improve teaching and learning.
- Lead projects and initiatives designed to enhance course quality, student engagement, instructional effectiveness, and academic innovation.
- Assist with budget planning, resource allocation, and fiscal oversight for instructional technology and distance education operations.

Distance Education and Learning Technologies

- Provide oversight for online, hybrid, face-to-face, ITV, TEAMS, synchronous, asynchronous, and technology-enhanced learning environments.
- Collaborate with faculty and academic leaders to design, develop, implement, and evaluate instructional projects and distance education programs.
- Coordinate resources, services, and support for online and technology-enhanced learning.
- Serve as an institutional resource for accreditation reviews, reporting, and compliance related to distance education.

Learning Management Systems and Instructional Technology

- Provide administrative oversight of the Learning Management System (LMS), including configuration, integrations, vendor relationships, contracts, user support, and communications.
- Evaluate, implement, and support instructional software, digital tools, and educational technology platforms.
- Coordinate instructional technology support services for all instructional locations.
- Collaborate with Information Systems and Technology staff to maintain reliable operation of instructional technology infrastructure and classroom technologies.
- Assist with technology planning, inventory management, and replacement strategies.

Accessibility and Compliance

- Lead institutional efforts to ensure compliance with Section 508, ADA requirements, WCAG standards, accreditation requirements, copyright regulations, licensing agreements, and applicable state and federal guidelines.

- Support faculty and staff in creating accessible instructional materials, digital content, and online courses.
- Review instructional technologies and course content for accessibility and recommend corrective actions as needed.
- Maintain records, documentation, contracts, assessments, and reports related to instructional technology and distance education programs.

Course Quality, Professional Development, and Training

- Lead course quality review and continuous improvement initiatives across all instructional delivery formats.
- Promote evidence-based instructional design practices and quality assurance standards.
- Analyze course quality data and recommend improvements to enhance student success and learning outcomes.
- Design and deliver professional development opportunities related to instructional technology, online teaching, accessibility, artificial intelligence, and emerging educational technologies.
- Develop training materials, documentation, and resources that support effective teaching and learning practices.

Serve as Co-Chair of the Technology Standing Committee. Participate on institutional committees and special projects as assigned by the Vice-President of Information Systems and Technology, Vice-President of Instructional Services, or President. Perform other duties as assigned.

Qualifications

- Master's degree from an accredited institution in Instructional Design, Instructional Technology, Education, or a related field.
- Experience administering Learning Management Systems and instructional technologies.
- Demonstrated experience providing professional development and training for faculty and staff.
- Strong organizational, planning, communication, and interpersonal skills.
- Experience supporting online, face-to-face, hybrid, ITV, and video-conferencing instructional delivery methods.

Knowledge, Skills, and Abilities

- Knowledge of distance education standards, instructional technologies, accessibility requirements, and best practices.
- Understanding of Section 508, ADA, and WCAG accessibility standards.
- Ability to build effective working relationships with diverse faculty, staff, students, and stakeholders.
- Ability to interpret and apply policies, procedures, and regulations consistently and effectively.

Preferred Qualifications

- Progressive leadership experience in higher education.
- Post-secondary teaching experience.