ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for

ASSOCIATE DIRECTOR OF STEM and DISTANCE EDUCATION

For consideration, application materials must be received by
December 14, 2021 at 3:00 p.m. CST.
POSITION SUMMARY

The Associate Director of STEM and Distance Education provides leadership in growing and strengthening Science, Technology, Engineering, and Mathematics (STEM) education in the institutions of the Alabama Community College System (ACCS). He/she also oversees distance education in for-credit programs, ensuring effective online course design, quality instructor preparation/certification, excellent instructional delivery, and effective student engagement in online and hybrid courses System-wide.

PRIMARY RESPONSIBILITIES

❖ Lead ACCS’s efforts to promote STEM education and grow enrollment in STEM-related programs and courses.
❖ Lead ACCS’s efforts to increase diversity in STEM-related programs and to improve student retention and completion in those programs, particularly for populations traditionally under-represented in STEM fields.
❖ Serve ACCS colleges as the System Office point of contact for STEM programs, curriculum, and courses and for distance education (including for issues related to NC-SARA participation).
❖ Periodically (at least annually), prepare reports that examine student success rates for STEM courses and reports that assess progress in STEM program enrollment, persistence, retention, completion, and transfer, with appropriate disaggregation by college and student demographics.
❖ Develop and deliver informative presentations on the state of STEM and distance education in the ACCS.
❖ Identify exemplary higher education STEM and distance education programs and instructional strategies and share best practices with ACCS colleges.
❖ Develop and maintain a database of Alabama’s in-demand STEM-related occupations with current data on annual openings, average salaries, and required credentials.
❖ Work with the ACCS Communications Division to create and distribute promotional materials to educate students, faculty, administrators, and the public on Alabama’s STEM career pathways and ACCS college programs that support those pathways.
❖ Create and distribute a quarterly newsletter focused on STEM education in the ACCS.
❖ Plan, organize, and implement a statewide program of professional development for STEM faculty that includes a system for frequent and regularly occurring professional networking in each STEM discipline.
❖ Work with System Office colleagues and the colleges to increase industry partnerships that expose students to STEM careers and expand the number of work-based learning opportunities available within STEM pathways (e.g., job shadowing, co-ops, and internships).

❖ Work with System Office staff and the colleges to expand opportunities for community and technical college STEM instructors to directly experience STEM careers in action (through externships, for example) and incorporate relevant lessons and career connections in their classroom.

❖ Serve as the Chancellor’s designee/proxy on the Alabama STEM Council.

❖ Lead and manage ACCS’s efforts to expand and improve the effectiveness of distance education throughout the System.

❖ In collaboration with ACCS colleges, develop a System-wide plan for ensuring the quality and integrity of online and hybrid courses that includes:
  o minimum standards for online course design and initial instructor preparation and/or certification for teaching online;
  o regular assessment of the effectiveness of online and hybrid courses in every teaching discipline across ACCS, and
  o comprehensive and on-going professional development for all instructors of online or hybrid courses.

❖ Lead the exploration and adoption of emerging and innovative technology and instructional strategies for online and hybrid course delivery.

❖ Work with ACCS colleges to grow the number and offerings of fully online degrees and certificates, dual-enrollment classes, and hybrid programs.

❖ Develop budgets for STEM and distance education activities and monitor expenditures to ensure that they remain within budgetary limits.

❖ Monitor and facilitate compliance with a variety of policies, procedures, and other requirements related to STEM and/or distance education (for example, SACSCOC accreditation standards, ACCS faculty credential requirements, NC-SARA participation requirements, etc.)

❖ Establish and maintain strategic relationships and partnerships with external stakeholders that promote ACCS STEM education and online education.

SECONDARY RESPONSIBILITIES

❖ Assist System institutions in the development and implementation of affordable learning materials in STEM-related and online courses.

❖ Collaborate with other System Office personnel to develop sites for sharing information and resources on STEM and distance education.
• Assist with the review of credentials and qualifications for initial salary schedule placement and advancement in rank for STEM faculty members.

• Assist with the periodic review of AGSC transferrable, general education course syllabi, particularly those for STEM courses.

• Assist in identifying and evaluating opportunities for grants to fund the expansion and/or improvement of STEM and/or distance education; assist in the development of related projects, applications for funding, and implementation and evaluation of any grant-funded projects.

OTHER RESPONSIBILITIES

• Understand and promote the use of data to make informed decisions.

• Serve on ACCS and external committees, advisory councils, and task forces as requested.

• Travel to deliver job-related training or presentations or attend relevant conferences; participate in such activities through virtual means when appropriate.

• Perform other duties as assigned.

QUALIFICATIONS

• A Master’s degree from a regionally accredited college or university in a STEM-related field; alternatively, a Master’s degree in an education-related field and a Bachelor’s degree in a STEM-related field.

• At least three (3) years of successful experience in educational administration (for example: division director or department chair, QEP coordinator, distance education coordinator, or other lead administrative role).

• At least five (5) years of successful teaching experience.

• Experience teaching online or hybrid courses.

• Experience in program and policy development and project management.

• Excellent interpersonal, oral, and written communication skills.

• Effective and efficient problem-solving skills.

• Knowledge of trends and best practices in distance education.

• An understanding of and commitment to the mission of the Alabama Community College System and its institutions.

• Knowledge of personal computers and standard office software applications.
Experience in data analysis and in using tools and techniques to present statistical information visually in easy-to-understand and accessible formats such as charts, graphs, and diagrams.

Application Procedure:

Applicants must submit a current résumé, a completed System application form (available online at www.accs.edu), a letter of interest describing qualifications, a separate list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred. Applications will be accepted by e-mail (charlene.finkelstein@accs.edu), postal mail, or hand delivery. **INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. PLEASE DO NOT STAPLE DOCUMENTS.**

An application form may be downloaded at www.accs.edu. Complete application packets must be received no later than 3:00 p.m. CST on December 14, 2021. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

**Please mail applications to:**

Alabama Community College System  
Human Resources Dept.  
Attn: Ms. Charlene Finkelstein  
P. O. Box 302130  
Montgomery, AL  36130-2130

(Application materials may be delivered in person (in a sealed envelope) to 135 S. Union Street).

Salary range is $72,000 - $109,000 dependent upon qualifications and experience.

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The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.

The Alabama Community College System reserves the right to withdraw this job announcement at any time prior to the awarding.