



Job Description

Director of Educational Technology

The Director of Educational Technology provides strategic leadership, oversight, and operational management for all instructional technology initiatives supporting on-campus and distance education, including synchronous and online learning.

This role plans, implements, administers, and improves the College's educational technology, particularly the Canvas Learning Management System (LMS). The Director collaborates with faculty and staff to enhance learning through instructional design, technology integration, and high-quality multimedia production, including live streaming and video content creation.

Schedule

- **Weekly:** Monday–Thursday, 8:30 a.m. – 4:30 p.m. (hours may adjust based on recording/production needs)
- **Annually:** Additional hours required for Commencement and key institutional events

Key Responsibilities

Leadership & Strategy

- Articulate and implement a strategic vision for educational technology aligned with institutional mission and goals
- Lead planning, evaluation, and continuous improvement of instructional technology resources and services
- Serve as primary administrator for Canvas LMS and related systems

Course Development & Instructional Design

- Lead design, development, and quality assurance of online and hybrid courses in Canvas
- Partner with faculty to organize course materials, modules, assessments, and learning activities
- Apply instructional design best practices and adult learning theory
- Ensure compliance with accessibility standards (ADA/WCAG) and institutional quality expectations
- Establish consistency in course structure, navigation, and user experience
- Train, equip, and support faculty to effectively use instructional technologies, specifically Canvas LMS.

Media Production, Live Streaming & Video Editing

- Oversee live streaming of instructional and institutional events using platforms such as Zoom, OBS, OneTap, and YouTube.
- Manage production equipment (cameras, lighting, audio, encoders)
- Oversee assistant who monitors live broadcasts, troubleshoot issues, and ensure high-quality delivery
- Oversee video production and post-production, including editing, captioning, sound design, and visual enhancements
- Manage digital media workflows, file storage, and production timelines
- Evaluate and implement upgrades to media technology and infrastructure

Compliance, Security & Reporting

- Ensure compliance with FERPA, GLBA, and institutional data security requirements
- Maintain integrity and confidentiality of educational technology systems
- Monitor effectiveness and report on technology resources to leadership and accrediting bodies

Administration & Operations

- Develop and manage departmental budgets for educational technology
- Establish policies and procedures related to technology use and support
- Evaluate and manage vendor relationships, contracts, and service agreements
- Collect and respond to stakeholder feedback for continuous improvement
- Serve on committees and advise leadership on technology-related decisions

Required Qualifications

- Experience in educational technology, instructional design, or related field
- Experience administering and developing courses in Canvas LMS on an Admin level
- Knowledge of instructional design, online learning, and accessibility standards (ADA, WCAG)
- Experience with live streaming, video production, and educational media workflows
- Strong project management, organizational, and communication skills

Preferred

- Experience in higher education leadership
- Proficiency with video editing tools (Adobe Premiere Pro, Photoshop)
- Experience with streaming platforms (OBS)
- Knowledge of audio/video systems, compression, and production workflows

Key Competencies

- Strategic leadership and forward-thinking decision-making
- Strong interpersonal and collaborative skills
- High attention to detail and organizational excellence
- Ability to manage multiple priorities and projects effectively
- Creative problem-solving and innovation
- Technical proficiency and adaptability

Contact

To apply or request additional information, please contact vethridge@criswell.edu