

# WTCS Director – Faculty Quality Assurance & Instructional Excellence

## POSITION SUMMARY

Under general supervision, this position provides statewide educational program leadership as a director in the Office of Instructional Services for the following areas: Faculty Quality Assurance, Assessment, Curriculum Development, Instructional Design & General Education. This position works with WTCS colleges to foster collaboration among and between System and college staff in support of the faculty lifecycle and instructional excellence. Responsibilities include providing leadership in the monitoring, evaluation, and continuous improvement of the WTCS Faculty Quality Assurance System; leadership and support of Systemwide instructional excellence efforts; approval of course and curricula; planning and facilitation of meetings, including the coordination of professional development opportunities for college staff; assessment and support of stakeholder needs; collaboration with external partners; and other duties as assigned.

This position serves the mission, vision, and values of the WTCS, which include the implementation of inclusion principles across work functions. Specific position requirements will vary depending on the needs of the Wisconsin Technical College System Board.

## TIME %            WORKER DUTIES AND RESPONSIBILITIES

- 30%**            **A. FACULTY QUALITY ASSURANCE SYSTEM SUPPORT AND DEVELOPMENT**  
Provide Systemwide leadership through technical assistance and resources that enable the development of high-quality learning experiences for all learners to includes consultation, coordination, and continuous improvement of teaching and learning strategies and innovative practices.
- A.1 Provide leadership and support for college and System staff in the areas of faculty quality assurance, assessment, curriculum development, and instructional design.
  - A.2 Identify and share content development and instructional design strategies across the System.
  - A.3 Collaborate with faculty, staff, and administrators to create processes, procedures, and strategies that enable the development of high-quality learning experiences for all learners.
  - A.4 Facilitate faculty and staff teams and provide professional learning to encourage innovative and effective professional learning opportunities.
  - A.5 Provide support for the development of innovative professional learning through sharing research and implementation of promising practices, content design, instructional practices, and assessment.
  - A.6 Collaborate with regional, state & national associations, boards and committees related to faculty quality assurance and professional learning. Serve as WTCS representative as assigned.
- 25%**            **B. FACULTY QUALITY ASSURANCE SYSTEM COMPLIANCE**  
Provide Systemwide leadership in the monitoring, evaluation, and continuous improvement of the WTCS Faculty Quality Assurance System (FQAS).
- B.1 Provide leadership and consultation services to support foundational knowledge and continuous improvement of FQAS.
  - B.2 Identify and promote promising practices of FQAS.
  - B.3 Collaborate with system faculty and staff to sponsor the delivery of the FQAS competencies online through the WTCS office.
  - B.4 Observe and assess ongoing facilitation practices to evaluate both content and delivery provided

through the System office.

- B.5 Consult with WTCS colleges on the collection and use of FQAS assessment data for continuous improvement of processes, procedures, and strategies.
- B.6 Monitor processes, procedures, and strategies of highly effective instruction taking into consideration regional and national accreditation requirements.
- B.7 Observe and assess college compliance of the Faculty Quality Assurance System through documentation review, college presentations, and faculty and staff interviews.

**20%**

### **C. GENERAL EDUCATION INSTRUCTIONAL EXCELLENCE**

Provide System-wide leadership and collaboration in state office operations and manage System-wide compliance with instructional policies and procedures to ensure instructional excellence related to general education.

- C.1 Leadership for System-wide general education and provost initiatives
- C.2 Provide technical assistance to college deans and faculty in general education areas.
- C.3 Convene general education stakeholders to support instructional excellence for general education System-wide.
- C.4 Use established approval processes to analyze and determine compliance with instructional policies and procedures to ensure instructional integrity for all general education courses.
- C.5 Facilitate and/or participate in course and curriculum projects.
- C.6 Manage System-wide aligned general education courses, including System-wide reviews.
- C.7 Manage UCTA and WAICU agreements for general education
- C.8 Monitor and assess course success for general education.
- C.9 Maintain and disseminate shared resources such as guidance, best practices, teaching resources, etc.
- C.10 Maintain public-facing System web pages as assigned.
- C.11 Participate in the development and revision of administrative policies and procedures.

**20%**

### **D. PROFESSIONAL LEARNING DEVELOPMENT**

Collaborate with WTCS college and Office staff to develop, coordinate, implement, and evaluate high-quality, innovative professional learning opportunities.

- D.1 Provide professional learning and supports for WTCS directors.
- D.2 Create and maintain content, including videos, documentation, event information, and materials, for the MyWTCS website (i.e., videos, documentation, etc.). Participate in national, state, and local professional development activities.
- D.3 Contribute to growth and development of WTCS colleges and system office staff through training, coaching, mentoring, communication, recognition, and support.
- D.4 Collaborate, facilitate, and participate in professional learning opportunities at WTCS office

**5%**

### **E. SPECIALIZED AGENCY ASSIGNMENTS**

Perform assignments related to State Board requirements and System Office functions.

- E.1 Develop and demonstrate cultural competence and engage in inclusion principles.
- E.2 Lead, participate in, and collaborate effectively on internal teams, committees and special projects.
- E.3 Participate in national, state, and local professional development activities.
- E.4 Grant review and analysis.
- E.5 Other duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Knowledge of teaching and learning assessment strategies and methodologies.
- 2) Knowledge of curriculum development strategies and techniques.
- 3) Knowledge of instructional design strategies and techniques, including various education technologies.
- 4) Knowledge of instructional methods and teaching/learning techniques.
- 5) Knowledge of educational strategies to enhance equity and inclusion.
- 6) Knowledge of course development, maintenance, and improvement.
- 7) Knowledge of techniques of program and course evaluation/improvement.
- 8) Knowledge of continuous improvement tools and techniques.
- 9) Knowledge of systems thinking and its application.
- 10) Skill in instructional design & educational delivery methods.
- 11) Skill in planning and conducting professional development seminars.
- 12) Skill in instructional resource development and acquisition.
- 13) Skill in group facilitation.
- 14) Ability to present ideas clearly and concisely in public speaking and in written form.
- 15) Ability to lead teams and work effectively in a team environment.
- 16) Ability to facilitate collaboration across various groups and amongst stakeholders.
- 17) Ability to provide statewide leadership to issue resolution in the field of education.
- 18) Ability to effectively resolve problems and conflicts.
- 19) Ability to appropriately plan, set priorities and complete assignments.
- 20) Ability to take initiative to continuously upgrade skills.
- 21) Ability to analyze and apply the results of research in education.
- 22) Ability to travel.
- 23) Ability to operate a personal computer with standard software applications.
- 24) Ability to respond effectively to change.
- 25) Ability to work remotely.
- 26) Ability to use technology-based communications and facilitations applications.
- 27) Ability to represent the agency in a positive and professional manner consistent with agency mission, vision, and values.
- 28) Ability to develop cultural competency which includes openness to the cultures, ideas and beliefs of others, self-awareness, respect for differences, cultural knowledge, and cultural skills.
- 29) Ability to interpret, understand, and communicate licensing and certification legislative rule.
- 30) Ability to create videos with emphasis on scripting, storyboarding, editing, closed captioning and outputting in multiple video formats.

## SPECIAL REQUIREMENTS

- Possession of a valid driver's license including personal automobile insurance, or the ability to provide one's own transportation for work purposes, is required.
- Travel is required for up to 10% of these positions' duties.