

Director, Online Learning
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=261324>

Downloaded On: Oct. 20, 2025 6:27am

Posted Aug. 18, 2025, set to expire Dec. 17, 2025

Job Title Director, Online Learning
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Aug. 18, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Administration - Other
Administration - Undergraduate Education

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Job Description

Posting Details

Position Information

Position Title: Director, Online Learning

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Requisition Number: SCA00851

General Description

The Director, Online Learning provides leadership and management of daily operations for all aspects of Online Learning, including strategic planning, faculty development, quality assurance, assessment and support services. In addition, the Director, Online Learning is responsible for developing and delivering training resources for basic and advanced concepts of course design, overseeing the online learning management system (LMS), serving as the Quality Matters Coordinator, and managing the Online Learning budget.

The Director provides oversight and supervision to direct reports.

Through creative problem solving, collaboration, and reflection, the Office of Online Learning supports a diverse, equitable and inclusive environment for growth in quality teaching and learning in all modalities to best serve our students, faculty, and staff. The Office of Online Learning will be a leader in providing technologically innovative environments to support teaching and learning.

#ID23

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

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Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- In collaboration with the Dean of Online Learning and Media Services, the director manages all aspects of Online Learning, including annually assessing Online Learning initiatives and activities, and establishing strategic priorities.
- Oversee quality assurance and delivery of courses in the online, hybrid and HyFlex modalities, both as an approval process for new online courses and the management of a cycle of internal quality assurance peer reviews; assess and monitor courses to ensure they meet the appropriate policies and quality standards for online learning as established by the College.
- Coordinate plans for new online and hybrid course and program offerings in cooperation with Department Heads, Deans, and Academic Scheduler; this includes monitoring master schedule information and closely tracking enrollment.
- Manage on-going orientation and professional development for faculty teaching online, hybrid, and HyFlex courses
- Create training materials and develop and deliver training around basic and advanced concepts of course design.
- Serve as the Quality Matters Coordinator.
- Hire and provide leadership, direction and guidance to direct reports. Use data to evaluate and review the overall effectiveness of the Online Learning program, including but not limited to: regularly surveying students and faculty; review student retention rates, analyze data to ensure sufficient online student support services, and guarantee local, state, and federal compliance in online, hybrid, and HyFlex courses.
- Disseminate information and respond to data requests to support all efforts of Online Learning among key audiences, including current and prospective students, faculty, College leadership and collaborating organizations. Work with Academic Technology and Information Technology Services on current and future technology needs, and related support and training.
- Oversee maintenance of up-to-date information about the Office of Online Learning in all college

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print and electronic media, including the College's website, portal, catalog, brochures and databases.

- Develop and manage Online Learning budget, and maintain all appropriate records related to Online Learning.
- Oversee the learning management system, including contract management, payment and supervision of the LMS administrator.
- Maintain an understanding of trends in technology and pedagogy for Online Learning.
- Work with key campus offices such as the Library, Learning Lab, Multimedia Services, Admissions, Enrollment Services, Advising, Financial Aid and Information Technology to ensure that appropriate support services are provided to students enrolled in online, hybrid and HyFlex courses.
- Oversee all aspects of student support to include: addressing student issues; requests for information and assistance; developing support materials for students; and monitoring student LMS accounts.
- Serves as the primary contact and compliance officer for the National Council for State Authorization Reciprocity Agreements (NC-SARA).
- Develop a positive working relationship with faculty teaching in various modalities, including those serving on the Online Learning Advisory Group (OLAG).
- Comply with and enforce all college policies, regulations, rules and guidelines as they relate to this position.
- Deliver quality customer services to both internal and external constituents in a professional helpful and courteous manner.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in Education or related academic field required; Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Five (5) years experience working in online learning in an education environment or corporate setting required.
- Prior supervisory experience required.
- Demonstrated experience in the planning and implementation of learning technologies and software, particularly related to learning management systems is required.
- Knowledge of learning theories, instructional design, and outcomes-based assessments are required.
- Knowledge of learning management systems, computer platforms, and content authoring software is required.

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- Knowledge of the functional needs of online instructors and students is required.
- Quality Matters certification for Peer Reviewer required or the ability/willingness to obtain the certification within 6 months from start date;
- Detail-oriented with excellent communications skills, both verbal and written, to effectively interact with people of diverse backgrounds required.
- Ability to work independently and take initiative required.
- Ability to create and implement systems, procedures and processes required.
- Exceptional organizational, problem-solving and planning skills required.
- Ability to maintain effective and collaborative working relationships with diverse groups required.
- Demonstrated customer service and student success mindset with a leadership mindset are required.
- Demonstrated leadership skills are required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds required.

Preferred Qualifications

- Master's in Education or related academic field with instructional design training preferred.
- Five (5) years experience managing and administering the delivery of online learning programs and activities, and instructional design preferred.
- QM Coordinator certification strongly preferred.
- Experience in integrating student support services into various course modalities is preferred.
- Project management experience is preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

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Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:

<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 4

Min Salary/Hourly Rate: \$62,672

Max Salary/Hourly Rate: \$103,410

Job Posting Open Date: 08/11/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in

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matters pertaining to employment.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - AL DIA - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have five (5) years' experience working in online learning in an education environment or corporate setting?
 - Yes
 - No
5. * Do you have five (5) years experience managing and administering the delivery of online learning programs and activities, and instructional design?

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- Yes
 - No
6. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
- Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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