



SOCIETY OF DIAGNOSTIC MEDICAL SONOGRAPHY

2745 N Dallas Pkwy Ste 350, Plano, TX 75093-8730

(214) 473-8057 | (800) 229-9506 | (214) 473-8563 FAX | sdms.org

POSITION TITLE

Chief Learning Officer (CLO)

POSITION SUMMARY

The Chief Learning Officer (CLO) serves as a member of senior management and plans, directs, and evaluates the SDMS strategic initiatives in professional development and life-long learning programs. The CLO is responsible for the identification, development, and implementation of scientific methods, instructional strategies, and learning technologies in the design, implementation, and evaluation of professional development activities, including but not limited to: face-to-face meetings, synchronous/asynchronous elearning, etc. In addition, the CLO represents the SDMS with external entities (e.g. RCEEM, etc.).

EXAMPLES OF DUTIES & RESPONSIBILITIES

Note: This is not a complete list of this position's duties and responsibilities. The items below are examples of the types of activities performed. Other duties may be assigned.

- Lead a team accountable for overall planning, implementation, and effectiveness of professional development strategies and initiatives, including the SDMS Annual Conference
- Oversee and direct all activities related to planning, development, implementation, and evaluation of professional development strategies and initiatives targeting sonographers and other healthcare providers
- Collaborate with the Marketing and Communications Department to promote professional development activities
- Establish high levels of quality, accuracy, and process consistency
- Ensure ongoing compliance and maintenance of the *SDMS CME Policies and Procedures* and other external requirements and guidelines
- Establish, direct, and maintain a learning management system that ensures effective learning outcomes
- Maintain status as an approved continuing medical education (CME) provider with national certification/credentialing organizations
- Identify changes in the learning and professional development environments and evaluate and adjust the departmental plans and processes accordingly
- Oversee the learning section of the website
- Foster a culture and framework of innovation and excellence
- Develop, implement, and evaluate the departmental budget

Position Description: Chief Learning Officer

Page 2

- Collaborate with senior staff on various strategic initiatives
- Serve as staff liaison to assigned committees, task forces, and volunteers
- Identify and implement new technologies and methodologies

QUALIFICATIONS

EDUCATION/CERTIFICATIONS/LICENSES

- Master's degree in relevant field; Doctoral preferred
- Certified Association Executive (CAE) preferred

SKILLS & EXPERIENCE

- At least 10 years progressive experience in adult learning and elearning
- At least 5 of the years in a strategic leadership role
- Experience with accreditation and certification organization criteria, policies, standards, and processes
- Data driven, systems thinker who can generate and execute ideas at strategic and tactical levels
- Thrives in a fast-paced environment, integrating disparate activities, new technologies, and agendas while adhering to deadlines and budgets
- Instinctive collaborator with strong staff management experience who values teamwork and the input of others
- Creative visionary with a passion for learning and professional development and the ability to clearly articulate ideas and concepts
- Strong analytical and problem solving skills with the ability to understand the big picture
- Experience working with and providing strategic direction to volunteers
- Strong computer skills including Microsoft Office applications; Internet and technology savvy
- Experience with contract negotiations

PHYSICAL REQUIREMENTS

The employee must be physically capable of carrying out all assigned duties, including but not limited to:

- Normal office activities
- Ability to lift up to 25 lbs

TRAVEL/OTHER

- The employee must be willing to travel, upon request, to the SDMS Annual Conference each year (usually 5 to 7 days).
- Additional travel may be necessary throughout the year to attend SDMS Board meetings and industry conferences and events.
- The employee will periodically be required to work off hours, weekends, and/or holidays to meet deadlines and support projects.

Position Description: Chief Learning Officer

Page 3

SUPERVISOR

Chief Operating Officer/Chief Executive Officer

SUPERVISORY RESPONSIBILITIES

- Learning Managers (2)
- Learning Coordinator (1)

EMPLOYMENT CLASSIFICATION

Full-time; Exempt