



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY:	E-Learning
Effective Date:	September 1, 2018
TITLE:	E-Learning Establishment, Organization, Funding, and Management
RATIONALE:	To ensure the overall direction and effectiveness of the institution in the use of e-learning methods as integral parts of instruction.

POLICY/PROCEDURE:

The Education Director is responsible for identifying appropriate e-learning software, organization of e-learning software, and maintaining quality of instruction for courses that use, in part or in whole, e-learning.

The Education Director will provide a detailed explanation of the e-learning software being requested along with the total cost toward the institution to the CEO, COO of Princeton Rescue Squad.

If the cost is less than \$1,000.00 annually, the CEO and COO may make the decision on implementation. If the cost exceeds \$1000.00 annually, the CEO and COO will require the involvement of the Board of Directors to decide.

Curriculum design and delivery will be the sole responsibility of the Education Director. In the event that other instructional faculty are utilized in the development of curriculum, the Education Director must validate that the learning methodology is sound and relates directly to the educational objectives and goal of the program.

Furthermore, it is the responsibility of the Education Director to provide instruction to faculty using e-learning, provide necessary orientation to students in the use of e-learning, and be prepared to troubleshoot issues surrounding e-learning.

RESPONSIBLE PERSONNEL:

CEO, COO, Education Director, Board of Directors.