

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## INSTRUCTIONAL TECHNOLOGY COORDINATOR (CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, administer all facets of instructional technology and distance education, including strategic planning, curriculum development, employee supervision, and online pedagogical and technical training.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for coordinating the delivery of all distance education, including web-enhanced, hybrid, HyFlex, and online courses; lead the strategic planning efforts for distance education.
2. Analyze the needs of a diverse faculty, and develop training and provide support in the area of instructional technology.
3. Design, develop, implement, and evaluate technology-based lessons used in the traditional classroom.
4. Design, develop, implement, and evaluate instructionally sound online courses to enhance technology-based instruction.
5. Provide ongoing pedagogy support to faculty integrating technology into their curricula and teaching online courses; train faculty to use a variety of instructional technologies to produce instructionally sound learning materials.
6. Administer the Canvas learning management system (LMS) server for the College to ensure continuous, optimal efficiency of courses, including supporting, troubleshooting, and training faculty and staff on Canvas.
7. Meet with faculty and other College technology staff to provide assistance in the design and development of technology-based instructional materials that correspond to learner characteristics and are accessible to all students, including those with disabilities.
8. Coordinate distance education, including the use of a learning management system (LMS) and the implementation of supplemental materials, courseware, and other web-based instructional materials.
9. Represent the College by participation in professional development, conferences, and organizations.
10. Manage the instructional technology budget, including annual licenses; purchase instructional technology hardware and software.
11. Meet with College deans and vice presidents about decisions related to distance education; meet with College training personnel about decisions related to instructional technology.
12. Keep faculty informed about events and resources related to instructional technology.
13. Oversee instructional technology and distance education websites.
14. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the fields of instructional technology and distance education; incorporate new developments as appropriate into programs.
15. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Operations, services, and activities of an instructional technology and distance education program.
2. Instructional design principles, learning theory, and pedagogy, particularly how they relate to web-based instruction.
3. The fields of instructional technology and distance education and the issues and policies affecting them.
4. Principles of supervision, training, and performance evaluation.
5. Basic principles and practices of budget preparation and administration.
6. Subject matter and instructional design equipment.
7. A variety of software publishing/presentation programs that can integrate instructional materials.
8. Training techniques, online pedagogy, and instructional design principles, design tools, and software.
9. Learner characteristics for the diverse population served by the College.
10. Web-page design principles, writing, and editing skills including storyboarding, and screen layout skills. Web-page writing and editing skills.
11. Copyright policies and intellectual property rights and privacy rights.
12. Current issues and implementation of distance education in a community college setting.

**Ability to:**

1. Coordinate and direct short-term and long-term instructional technology and distance education programs.
2. Perform specialized and complex technical tasks to develop various instructional design/development functions.
3. Assess the needs of faculty in the utilization of instructional technologies and provide appropriate training and support.
4. Take initiative and make independent judgments as well as work in collaboration with faculty, classified professionals, and administrators.
5. Schedule, review, and evaluate the work of assigned personnel.
6. Design and develop engaging, interactive, and instructionally sound multimedia lessons using instructional design software applications.
7. Design and develop instructional websites.
8. Design and develop instructionally sound classroom presentations.
9. Place web-based lessons, instructional web pages, and presentations into a course management system.
10. Structure instructional and online content within a course management system.
11. Plan and organize work to meet changing priorities and deadlines.
12. Create web-based instructional materials for students with disabilities.
13. Troubleshoot pedagogical problems and technical problems with hardware, software, and equipment configuration.
14. Participate in the preparation and administration of assigned budgets.
15. Document procedures and programs.
16. Meet deadlines and work within budget restrictions.
17. Work cooperatively with other departments, officials, and outside agencies.
18. Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, staff, or other agencies on issues in area of responsibility.

**Chabot-Las Positas Community College District  
Instructional Technology Coordinator (Continued)**

19. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
20. Communicate clearly and concisely, both orally and in writing.
21. Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in instructional technology, instructional design, or a related field. A Master's degree is desirable.

**Experience:**

Two years of experience in instructional design in an educational environment. Classroom teaching experience is desirable

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a classroom and office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom and an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

8/15/00

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Supervisory