



## Instructional Technology Specialist

Classified Range: 54

Board Approved: 11/18/21 P. 1|4

### **SUMMARY DESCRIPTION**

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Provides high level technical support and training for distance learning modalities and course design.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### **REPRESENTATIVE DUTIES**

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1. Consults with faculty and staff to adapt and transform interactive instructional materials based on recognized design principles and accessibility guidelines.
2. In consultation with campus distance education, professional development leads, and the Academic Senate Presidents, develops training modules in various modalities for faculty, staff and students on various software applications, web applications, Learning Management Systems (LMS), and computer operating systems.
3. Collaborates with the college professional development groups to assist with conducting needs assessments to determine needs for technology training and preferred learning modalities of faculty, staff and students and regularly redesigns training programs to meet needs and objectives.
4. Collaborates with faculty regarding online course development projects in areas such as web development, media development, and instructional design; may conduct one-on-one consultation with faculty, staff, and students.
5. Collaborates with the college professional development groups, distance education leads, and Academic Senate Presidents to develop training programs to promote effective practices in teaching and learning technologies.
6. Conducts evaluations of workshops, classes and training modules to assess effectiveness of delivery and content of instructional materials. Maintains records and prepare related reports.
7. Provides training to faculty, staff, and students on the use of course management systems and other instructional tools.
8. Provides information on available technological training resources; organizes, prepares, distributes, and otherwise publicizes schedules of available training.
9. Performs computer system administrative services for server-based instructional technologies in support of district operations, such as the LMS; assists with integration of third-party tools to enhance functionality of the LMS.
10. Provides assistance to faculty, staff and students in the use of computer-assisted managed instructional technology.



## Instructional Technology Specialist

Classified Range: 54

Board Approved: 11/18/21 P. 2|4

11. Assists with troubleshooting and resolving hardware and software problems as necessary. Recommends and designs software configurations appropriate for specific learning environments.
12. Stays current with advances in technology and maintains a knowledge base of new and emerging technologies and regulations that affect distance education.
13. Researches, evaluates, and recommends for purchase various commercially produced computer-based training modules and web applications for use in training.
14. Proactively plans use of information technology as an instructional tool District-wide; evaluates, recommends, and implements instructional software standards, upgrade procedures, and maintenance activities. Assesses and performs preliminary analysis for instructional systems development.
15. Provides technological support for state-wide professional development and training initiatives (such as @One Project, CVC – California Virtual Campus, EduStream, etc).
16. Performs other duties related to the primary job duties.

## **MINIMUM QUALIFICATIONS**

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### **CORE COMPETENCIES:**

#### **Mathematical Facility**

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

#### **Critical Thinking**

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

#### **Attention to Detail**

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products



# Instructional Technology Specialist

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Board Approved: 11/18/21 P. 3|4

## Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

## Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

## Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

## Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

## Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

## Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

## Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately\*\*

## Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations



## Instructional Technology Specialist

Classified Range: 54

Board Approved: 11/18/21 P. 4|4

- Possess recognized expertise outside of the organization\*\*

### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

- A Bachelor's degree from an accredited college or university with major course work in education, instructional technology or a related field.

#### Experience:

- Two (2) years of experience providing technology related training in small and/or large group settings.

### 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 standard office setting, with some travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.