



TITLE	CLASSIFICATION	SALARY GRADE
INSTRUCTIONAL SYSTEMS ADMINISTRATOR	CLASSIFIED	GRADE: R
BOARD POLICY REFERENCE: Off Schedule Classification Review 12.8.15		

JOB DESCRIPTION:

Under general supervision, administer the use of SRJC's Learning Management System (LMS); create, implement, and maintain customized interface modules, and interface between faculty and the Content Management System (CMS); provide technical support to faculty, staff, and students; design, identify, and maintain tools and techniques necessary to give students access and success in the online environment; work with Information Technology staff to ensure seamless access to the LMS; participate in strategic planning, data analysis, and report writing to support program goals and improvement.

SCOPE:

The Instructional Systems Administrator designs, monitors, configures, and supports course and content management systems and related software for online, hybrid and blended instruction.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as the primary liaison with the District's Learning Management System provider by providing support, troubleshooting, resolving technical issues, escalating issues to learning management system provider, keeping faculty and staff apprised of all issues and changes, and creating and maintaining the interface.
2. Researches, creates and tests new software modules and programs that can be used or integrated with the learning management system.
3. Meets with faculty and departments to determine educational goals and system needs; trains on technical aspects of building and teaching on-line classes and the use of specific software; provides technical assistance for faculty.
4. Consults with faculty regarding the creation and storage of multimedia content for their courses; interfaces with Media Services to assist in the creation of materials.
5. Monitors, assesses and reports on system analytics, and identifies areas requiring attention or needing changes.
6. Creates and maintains databases to support accurate record-keeping, data collection, and reporting tools for the department; assesses relevant data and identifies future needs.
7. Analyzes Distance Education data and prepares reports.
8. Contributes to the learning community's online presence and publications through blog posts and other uses of social media to share best practices in Learning Management System (LMS) use and system improvements.
9. Gives oral presentations to individuals and groups.
10. Maintains CMS interface; assigns and maintains user accounts.
11. Maintains current knowledge in evolving software and Internet technologies as well as Federal, State and WASC Accreditation regulations, FERPA, Fair Use, and guidelines relating to Distance Education.
12. May supervise student employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Monitor, configure and support the learning management system and related software for online, hybrid and blended instruction; create programming scripts to enhance the learning management system; monitor, track, and resolve software support issues; communicate effectively with faculty and staff regarding the implementation and creation of online course materials and tools; plan and present training and/or give presentations to individuals and groups; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Learning management systems; SQL or MySQL or related database retrieval and reporting language; application programming interface (API) and single sign-on (SSO) conventions; current online learning principles and pedagogy; current multimedia technology and creation tools; principles, practices, and technologies of computer operations, programming, and systems analysis; HTML coding; current operating systems; current browser and educational tool technologies; network operations and technology; and standard office productivity software.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed).

Education:

A Bachelor's degree in Education, Computer Science or related field.

Experience:

Significant experience in the use, interface, and administration of learning management systems; previous experience with online teaching and learning.

SPECIAL REQUIREMENTS:

Position requires prolonged video display terminal viewing and extended sitting.