

**TITLE: Instructional Technology Specialist**

**CLASSIFICATION: Classified**

**SALARY GRADE: C14**

**SCOPE OF POSITION:**

Under general direction, provides instructional technology expertise for the development and support of online course materials. Assists faculty with the design and development of instructional content to be used in traditional in-person courses, blended, and on-line courses; plans, coordinates and conducts workshops on the use of new technologies. Conducts research on emerging technologies for use in an academic setting and provides instruction and support to faculty to assist them in the development and/or improvement of technology skills, including providing assistance, advice, and consultation in the process of the creation or revision of video, audio, web, animation, photographic, and other multimedia.

**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. Develops and presents technical training sessions and workshops; designs and develops print and web-based user documentation; promotes Distance Education services.
2. Troubleshoots technical course design and technological issues with faculty; provides support for course management system; recommends appropriate use of technology to meet faculty members' instructional objectives.
3. Works with multimedia software including, audio, video, web, animation, and photo to develop materials for online, hybrid, and face-to-face courses; researches new and emerging instructional technologies.
4. Develops instructional web and media-based interactive learning objects (tutorials, demonstrations, training modules).
5. Assists in the development and maintenance of the Distance Education department's web presence.
6. Works with the course management system provider and Information Technology to ensure that support for online technology is being provided.
7. Identify problems and recommend solutions; work effectively with a variety of technological skill levels; match appropriate instructional technology with instructor resources depending on the field of study; design graphics and web pages.
8. May train and supervise the work of student employees.
9. May direct the work of short-term, non-continuing (STNC) employees.

**KNOWLEDGE OF:**

1. Communication software, multimedia authoring software, graphic design and editing software, web design software and languages, and various technology applications.
2. Graphic design and visual communication principles; current pedagogical best practices in higher education online teaching and learning.

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### **KNOWLEDGE OF – Continued**

3. Current accessibility compliance and copyright regulations and practices.
4. Best practices for the use of multimedia in higher education teaching and learning applications.
5. Multiple course, content and learning management systems.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
2. Communicate effectively, both orally and in writing.
3. Exercise appropriate judgement in interactions with others and with work processes.
4. Interact with the public in a helpful, courteous, and professional manner.
5. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in instructional technology, instructional design, education or related field.

### **EXPERIENCE:**

3+ years of experience in providing technical training in-group and individualized sessions, including experience with online course management tools, graphic and multimedia authoring software and website design software.

### **SPECIAL REQUIREMENTS:**

Must be able to sit for a prolonged period of time in front of a computer monitor.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*