

## INSTRUCTIONAL TECHNOLOGY SPECIALIST

### GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator or manager, provides technology-related technical assistance to faculty, staff, and students in the development, design, and implementation of distance education courses; develops and conducts related skill-development training courses.

**REPRESENTATIVE DUTIES:** The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk \*.

**BASIC FUNCTION:** The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Consults with faculty to identify, develop, implement, and evaluate areas in which technology can be applied to enhance teaching and learning; assists faculty in integrating technology into courses and converting traditional modalities of courses to online courses. \*
2. Consults with faculty regarding course design, development of course and program assessments, and assessment methods and tools to achieve student learning outcomes (SLOs), particularly regarding online, hybrid, and technology-enhanced courses. \*
3. Assists and supports faculty in the use of online course technologies while focusing on course goals, objectives, and student learning outcomes; assists and advises faculty with use of the District's learning management system (LMS) and integrated tools. \*
4. Assists with the administration of the District's LMS and integrated tools, including testing and configuring updates, user roles and permissions; implements LMS processes and procedures; coordinates updates and deployments of instructional technology tools. \*
5. Monitors developments in the field of instructional design and technologies to remain current on innovative and effective strategies and practices; evaluates and introduces new instructional technology tools, strategies, and resources. \*
6. Evaluates the effectiveness of instructional technologies and instructional design-related faculty professional development activities by measuring achievement of learning outcomes and other relevant factors through the development, administration, and analysis of assessments, surveys, questionnaires, and other methodologies. \*
7. Assists and collaborates with faculty, staff, and administration to develop and implement distance education and other technology-related initiatives and programs. \*
8. Serves as a college representative on local and regional committees and consortiums; serves on appropriate District committees. \*
9. Updates faculty and management of instructional technology and instructional design-related topics. \*
10. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. \*
11. May serve on a variety of District committees as requested.
12. Performs other duties that support the overall objective of the position.

**MINIMUM QUALIFICATIONS****EDUCATION/EXPERIENCE:**

- Bachelor's degree\* in instructional design, technology, information systems management or related discipline; **AND**
- Three (3) years of experience closely related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualification for the position.

\*Bachelor's degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

**CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:**

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

**DESIRED QUALIFICATIONS:**

- Master's degree in instructional design, technology, information systems management or a related discipline.

**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)****Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Methods, best practices, theories, concepts, and systems pertaining to instructional design and technology in a higher education environment.
- Administration and use of learning management systems.
- Adult learning styles, teaching techniques, and barriers to learning in online environments.
- Common web authoring and development tools and related technologies.
- Practices, strategies, and technology associated with providing support to faculty members in the use of instructional technology.
- Methods and techniques associated with evaluating professional development activities.
- Available resources related to the area of assignment.
- Basic principles of report preparation, reporting writing, and record keeping.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.

- Microsoft Office Suite (Word, Excel, Outlook).

**Ability to:**

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Stimulate interest and faculty involvement in online and technology-enhanced instruction.
- Design and redesign course materials to utilize new and emerging technologies in instruction.
- Assess and evaluate a variety of teaching methods and strategies and recommend appropriate use of technology in the classroom and for online and hybrid courses.
- Create effective teaching and learning environments using alternative instructional delivery methods and online course management tools.
- Implement distance education and technology-related initiatives and programs.
- Provide support to faculty members in the use of instructional systems and technology.
- Learn and apply new information and skills.
- Research, collect, compile, and analyze information.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and as part of a team, collaborating with faculty, administrators, and staff.
- Initiate and apply good judgement.
- Prepare reports by gathering and organizing data from a variety of sources.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

**RELATIONSHIPS WITH OTHERS:**

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

**SUPERVISION EXERCISED and/or RECEIVED:**

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

**PHYSICAL AND MENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

**WORK ENVIRONMENT AND CONDITIONS:**

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

**Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY**

**EMPLOYER:** To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

**BGCCD is** committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.