CLASS TITLE: INSTRUCTIONAL TECHNOLOGIST/DESIGNER

BASIC FUNCTION:

Under the general supervision of a dean or other administrator, perform specialized instructional design and technology functions to promote the effective use of technology in instruction. Depending upon the assignment, an incumbent in the classification may have primary responsibility for instructional design or instructional technology while still performing duties in support of both functions.

REPRESENTATIVE DUTIES:

Research, design, develop, administer, and facilitate group and one-on-one professional development activities for faculty, including trainings, workshops, courses, presentations, and webinars with regard to various instructional technology and design topics such as andragogical best practices, course design, learning theory, effective use of instructional technology tools, and online/distance learning strategies, standards, and accessibility and compliance requirements.  

Consult with faculty to identify, develop, implement, and evaluate areas in which technology can be applied to enhance teaching and learning; assist faculty in integrating technology into the classroom and converting traditional courses to online courses.

Serve as a consultant to faculty with regard to course design, development of course and program assessments, and assessment methods and tools to achieve student learning outcomes, particularly with regard to online, hybrid, and technology-enhanced courses.

Assist and support faculty in the use of online course components and classroom technologies while focusing on course goals, objectives, and learning outcomes; provide frontline user support to faculty and troubleshooting for course management systems and other instructional systems.

Manage and maintain a learning management system and other instructional systems, including testing upgrades and maintaining user accounts and permissions; implement system administration processes and procedures; coordinate upgrades and refreshes of instructional technology systems-and tools.

Monitor developments in the field of instructional design and technology to remain current on innovative and effective strategies and practices; evaluate, select, and introduce new instructional technology tools, strategies, and resources.

Evaluate the effectiveness of instructional technology 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.

New Classification
April 2015
INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)

Develop and implement distance education and other technology-related initiatives and programs in collaboration with faculty, staff, and administrators. 

Serve as a college representative on local and regional committees and consortiums; serve on appropriate college committees; attend meetings and seminars to obtain information for use in professional development activities and programs and to keep faculty and management informed of instructional technology and instructional design-related professional development program status.

Coordinate faculty development courses and programs including scheduling classes, equipment, and instructors; coordinate the selection and contracting of external training programs and consultants.

Create and maintain a variety of records and reports, including project and activity reports, surveys, evaluation documentation, and tracking systems.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, best practices, theories, concepts, and systems pertaining to instructional design and technology in a college environment
Online learning and course management systems
Adult learning styles, teaching techniques, and barriers to learning in online and hybrid courses
Common web authoring and development tools and related technologies
Help desk practices, strategies, and technology associated with providing support to faculty members in the use of instructional systems and technology
District organization, policies, procedures, and objectives
District educational programs
Basic principles and practices of program development, administration, and evaluation
Methods and techniques associated with evaluating professional development activities
Available resources related to areas of assignment
Principles of English grammar, spelling, and composition
Office procedures, methods, and equipment
Office productivity computer applications including word processing, spreadsheet, email, presentation, and database applications
Basic principles of report preparation
Principles and procedures of record keeping

ABILITY TO:

Stimulate interest and faculty involvement in online and technology-enhanced instruction
Design and redesign course materials to utilize new and emerging technology 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 training and assistance to faculty members in their areas of teaching responsibility
INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)

Provide support to faculty members in the use of instructional systems and technology
Operate office equipment, including computers and supporting word processing, spreadsheet, email, and database applications
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
Collaborate with faculty, administrators, and staff to carry out work
Understand and carry out oral and written directions
Plan and organize work to meet changing priorities and deadlines
Exercise initiative and independence of judgment and action
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those encountered in the course of work
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Prepare reports by gathering and organizing data from a variety of sources

EDUCATION AND EXPERIENCE:

A. A bachelor’s degree AND three years of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems.

OR

B. A bachelor’s degree in instructional design, instructional technology, educational technology, or a related field AND two years of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems.

OR

C. A graduate degree AND one year of experience teaching online, designing online instructional content, developing and delivering training pertaining to instructional technology systems, managing an online education environment, or administering course or learning management systems.

OR

D. A graduate degree in instructional design, instructional technology, educational technology, or a related field.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
INSTRUCTIONAL TECHNOLOGIST/DESIGNER (continued)

- Computer and learning labs
- Group or individual training scenarios
- Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a variety of office, computer, and audio-visual equipment
Hearing and speaking to communicate and provide information to others
Sitting and standing for extended periods of time

HAZARDS:

Extended periods of time viewing a computer monitor