

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EDUCATIONAL TECHNOLOGY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide comprehensive support and services for online students and faculty in the development of online course content using the college's learning management system (LMS) as well as current web tools and mobile apps; assist faculty and subject matter experts in developing, documenting, and testing online courses; provides technical/LMS support to faculty, students, and staff; provide support in the use of technology in the classroom and other learning environments, including assisting faculty with the use of technology within pedagogy; work with IT staff to report/discuss technical issues and test new technologies.

REPRESENTATIVE DUTIES:

Provide all-around support services, and training for online students, faculty, and staff using multiple communication channels including but not limited to email, chat, phone, webinar, videos, courses/modules, social media platform, and video conferencing.

Assist faculty in meeting distance education accessibility requirements through activities like designing, applying, editing, and transcribing multimedia and multimedia video packages.

Serve as a resource person to faculty and staff for designing and utilizing technology in online instructional settings to meet established learning objectives and enhance online student engagement.

Assist in the design, development, and implementation of online courses incorporating sound pedagogical practices.

Provide support for current, district provided classroom and other learning environment technology.

Participate in the research, evaluation, selection, testing and implementation of hardware and software tools, technologies and services used in the educational environment.

Troubleshoot online pedagogy in the LMS to ensure proper functioning of the online courses. Assist faculty in ensuring quality of online and/or hybrid courses.

Provide guidance to faculty regarding instructional strategies for integration of technology and instruction.

Maintain currency in the field of instructional design and emerging educational technologies.

Collect and analyze data related to online student experience and use this data in improving and developing educational technology to improve student success.

Other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Media product design principles and practices.

Learning styles and environments.

Teaching methodologies.

Computer-based multimedia technologies.

Web/electronic publishing.

Video technologies; and software including web development, word processing, graphic packages, authoring, spreadsheet, data base, and multimedia specific packages for a variety of platforms.

ABILITY TO:

Design and produce multimedia, web and video packages, including digital editing and production organization.

Maintain records and make technical reports as required.

Organize projects.

Meet deadlines.

Research and work independently.

Explain complex technical and quantitative information to general audiences and individuals.

Learn new skills as required by the changes in technology.

Communicate effectively, both orally and in writing, and work cooperatively with faculty, students and other staff members both individually and in group settings.

Train faculty, staff and students in educational technologies.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in instructional design, education technology, instructional communications, computer information science, media communication or a related field and two years of experience in web design/publication and application or computer-based multimedia for instructional or training purposes, including experience in using courseware, multimedia authoring systems, development and production software/equipment, digital imaging, audio and video.

OR

Any combination equivalent to: Associate's degree in computer science or a related field and two additional years of qualifying experience (see above for qualifying experience) for a total of four years of experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations. |
| <u>1</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter. |
| <u>2</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>25</u> pounds. |
| <u>2</u> | I. | Ability to carry <u>25</u> pounds. |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals. |
| <u>3</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.