



Job Classification Description

INSTRUCTIONAL TECHNOLOGY SPECIALIST
VSC UP – PAT Bargaining Unit

GRADE 11
Non-Exempt

BASIC FUNCTION:

To develop and administer College instructional technology resources and services to support teaching and learning; to provide appropriate training for faculty and staff in the use of instructional and presentation technologies and software; to assist faculty in implementing curricular projects into classrooms using PCs and multimedia equipment; and to assist in design, set up and maintenance of instructional facilities and classrooms.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, manage and administer instructional technology resources, including assessing and advising on technologies appropriate to supporting teaching and learning in a college environment.
- Provide faculty development opportunities and training activities in effective and innovative applications of technology, including instructional design support for integrating educational and instructional technology into the classroom environment, for on-campus and distance courses.
- Develop and administer media service operating policies and procedures.
- Oversee and manage the college Audio-Visual department, including scheduling and facilitating equipment sign out and return; maintain and update equipment inventory; setup equipment in classrooms and provide instruction as needed.
- Perform hardware and software upgrades; maintain and provide routine repairs of equipment, obtain outside service as needed for major repairs; evaluate and negotiate license or service agreements with vendors and outside service providers.
- Hire, train and supervise students assistants.
- Keep abreast of current developments and trends in instructional technologies.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

Direct supervision is received from the Chief Technology Officer or Academic Dean.

9/10/2009

MINIMUM QUALIFICATIONS

Qualifications include a bachelor's degree in Educational or Instructional Technology, plus two to four years of relevant experience, in a Windows networked environment, or a combination of education experience from which comparable knowledge and skills are required. Expert knowledge in the use of a wide array of technology products, including multimedia and web writing tools, imaging and video software, authoring tools and information retrieval using the Internet is essential.

This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.