



Job Classification Description

INSTRUCTIONAL TECHNOLOGY TECHNICIAN GRADE 10
VSC UP – PAT - BARGAINING UNIT Non-Exempt

BASIC FUNCTION:

To support faculty and staff in the use of instructional and presentation technologies and software; to assist faculty in integrating audio-visual technology into classrooms using PCs and multimedia equipment; and to assist in design, set up and maintenance of instructional facilities and classrooms.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Oversee and manage audio-visual services, including scheduling and facilitating equipment sign out and return; maintain and update equipment inventory; set up equipment in classrooms and provide instruction as needed.
- Implement, manage and maintain instructional technology resources, including assessing and advising on technologies appropriate to supporting teaching and learning in a college environment.
- Provide training in of the use of audio-visual and presentation technology in the classroom environment.
- Develop and administer media service operating policies and procedures.
- Maintain and provide routine repairs of equipment, obtain outside service as needed for major repairs; consult outside providers on service agreements.
- Hire, train and supervise student assistants.
- Keep abreast of current developments and trends in instructional technologies.
- Advise management on budget recommendations for and acquisition of audio-visual equipment and related technology.
- Perform other related duties as assigned.

SUPERVISION RECEIVED

Direct supervision is received from the Assistant Chief Technology Officer.

MINIMUM QUALIFICATIONS

Qualifications include a bachelor's degree in educational or instructional technology, plus two to four years of relevant experience, in a Windows

Instructional Technology Technician

Page 2

Deleted: Instructional Technology Technician¶

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.