



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

INSTRUCTIONAL TECHNOLOGIST

A Classified Professional Position
Grade 190S – Salary Schedule 40

A. General Statement

This position is responsible for technical assistance in instructional support, distance education workshops, website and technical support for faculty and students.

Assists in the operations of the College's Distance Education (DE) program, provides related technical training, and supports the college's Distance Education web presence; coordinates and conducts technical workshops on the use of Moodle and other instructional technologies; assists faculty on the design and development of instructional content used in face-to-face, hybrid, and online courses; provides training and support to students, staff, and faculty to assist them in the development and improvement of their technology skills; works collaboratively with the Distance Ed. Coordinator; supervises the work of staff and student assistants as assigned.

B. Duties and Responsibilities

1. Develops and maintains the DE Program's web presence.
2. Assists Faculty with the integration of instructional technology in the classroom and in distance education courses.
3. Supports Moodle, an online learning management system.
4. Develops and delivers technical training and workshops for faculty and staff in the use of instructional technologies for distance education.
5. Assists staff in creating presentations using graphics, audio, video, and animation
6. Develops instructional web and media-based interactive tutorials, demos, training modules for faculty, students, staff, and administration.
7. Works with a wide range of multimedia software including audio, video, web, animation, and photo to develop materials for online, hybrid, and face to face courses.
8. Keeps current and makes recommendations on educational best practices, instructional resources, and instructional technologies to support teaching and learning.

C. Requirements

1. A minimum of two years' experience working in instructional technology and distance education or a related field.
2. A minimum of two years' experience in graphic and web design and/or multimedia.
3. Demonstrated experience assisting faculty on distance educational courses.
4. Prior experience coordinating instructional design projects for an institution of higher education.
5. Demonstrated sensitivity to and an understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds, disabilities and learning styles of community college students and staff.
6. Advanced skills and extensive knowledge in the use of the Moodle.
7. Experience providing technical training in individual and group sessions.
8. Ability to work with and train in both PC and Macintosh Excellent skill in the use of Microsoft Office applications, including Word, Excel, PowerPoint, Access, Publisher, Windows & Outlook.
9. Excellent skill in the use of iWorks applications, including Keynote, Pages, & Numbers.
10. Excellent skill in the use of iTunes and iTunesU.
11. Skill in using web and media-based technologies for education, such as, but not limited to, Flash, Camtasia, ScreenFlow, Jing, GoogleDocs, Voicethread, Adobe Creative Suite, HTML, HTML5, CSS, and JavaScript.
12. Knowledge of educational applications of social media.
13. Excellent verbal and written communication skills.
14. Excellent presentation skills.

D. Desirable Skills and Abilities

1. Excellent skills in the use of iMovie, MovieMaker, Audacity, GarageBand, iTunes, iBook Author.
2. Experience with Online Educational Resources, Merlot, and Creative Commons.
3. Knowledge of Fair Use Copyright policies.
4. Working Knowledge of Social Media use in education.

E. Educational Requirements:

Bachelor's degree in Instructional Design, Instructional Technology or Education-related discipline with significant experience in online program development and work in an asynchronous learning network environment.