



JOB TITLE: TRAINER/INSTRUCTIONAL TECHNOLOGY SPECIALIST

Classification: Classified
Salary Range: 41

Retirement Type: PERS*
Revised/Board Approved: June 17, 2019

BASIC FUNCTION:

Under the direction of an assigned supervisor or director, develop and provide training on various software application programs for faculty and staff. Assist faculty and staff in the design and implementation of on-line instruction, educational multi-media, computer-assisted, online programs, and general instructional design. Oversee the faculty and staff training facility and the Innovation Center.

REPRESENTATIVE DUTIES:

Conduct training classes and seminars for faculty and staff on standard software applications, instructional development processes, office processes and new instructional technologies. Communicate effectively with beginning and experienced technology users.

Develop and design various software application training workshops.

Conduct various types of technology training needs assessments.

Assist faculty in designing and developing on-line instruction using the college's course management system and ECC's online certification training.

Serve as a resource person to faculty and staff to utilize emerging technologies in instructional settings.

Develop and maintain tracking systems for instructional design and courseware development projects, as needed.

Serve as administrator for various technology programs and online training programs.

Evaluate equipment and multi-media software systems.

Collaborate with faculty and staff to ensure maintenance of academic hardware, software, and multi-media standards.

Assist with the selection, training and oversight of student workers and short term temporary employees.

Maintain knowledge of current trends and developments in the fields of information technology, and instructional design, with particular reference to the Internet and multimedia technologies.

Facilitate and encourage collaboration across the district.

Keep accurate records of lab use, post and maintain scheduled hours, coordinate repair and updates with vendors and Information Technology Services Division.

Perform other related duties as assigned or requested.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor degree in related field and one to two years of technology training experience in an educational environment.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Computers and a broad range of instructional software applications including multi-media technology, course management systems, online learning, telecommunications, courseware, Authorware and other institutional technology software.

Highly skilled with Microsoft applications (i.e. Word, Excel, PowerPoint, Access).

Modern office practices, procedures, and equipment.

Principles of providing training and work direction.

Abilities/Skills:

Communicate effectively both verbally and in writing.

Work effectively and harmoniously with faculty and staff.

Analyze situations and adopt an effective course of action.

Instruct and assist faculty and staff on standard office applications and instructional development processes.

Design, modify and evaluate multimedia, Internet and video instructional packages, multimedia modules and other instructional media.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

Ability to work both independently and as part of a team.

WORKING CONDITIONS:

Extensive computer work within a lab/training/learning environment.

Interaction with faculty and staff members.

May include long periods of standing and/or sitting.

Move from one work area to another, as needed.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.