

Range	35
Hours/day	8
Hours/week	40
Months	12

SHASTA - TEHAMA - TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Online Learning Instructional Technician

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To collaborate with faculty to produce course content compatible with the College's learning management system (LMS) and to help faculty design, maintain, and conduct online courses. Participate in the support of the online LMS and other instructional technology systems and tools. Provide workshops and on-going support to faculty and staff in the development of online course content, online pedagogy, and other instructional technologies. Under limited supervision and using a significant degree of independence and initiative, organize work, prioritize activities, and exercise responsibility for scheduling and overseeing day-to-day functions. Employees in this classification receive general supervision within a framework of standard policies and procedures, and perform a wide variety of specialized tasks including desktop publishing, web page design, data collection, and report writing.

SUPERVISOR: Dean of Library Services and Educational Technology or designee.

TYPICAL DUTIES:

Examples of duties include, but are not limited to, the following:

Essential Functions:

- Assists College faculty with the design and development of online courses, hybrid courses and related online content for web enhancement of courses using commonly accepted instructional design techniques and the approved LMS shell and template.
- Diagnoses problems or support issues related to faculty use of the online LMS and other instructional technology systems as appropriate.
- Helps faculty integrate technology into the curriculum; serves as a resource to faculty and staff in the development of technology enhanced instruction and related media.
- Assists in planning and evaluating instructional technology design needs for new and existing courses including fully online, hybrid, web enhanced and technology enhanced courses.
- Serves as a member of the college distance learning team, prepares and delivers orientations, workshops, and short-courses to faculty in the development of online course content.
- Assists with online pedagogy and other instructional technologies as well as integrating new innovative technologies into traditional classroom courses.

- Develops, schedules, and delivers online orientations and workshops in support of faculty and staff.
- Consults with the college webmaster and the DSP&S office to insure that online content complies with ADA and section 508 of the Rehabilitation Act guidelines.
- Produces a wide variety of media, printed materials, and instructional presentation materials to support online courses.
- Tracks and compiles data, distributes distance learning program information and related materials.
- Prepares or assists in preparing reports as appropriate including the annual Distance Education report.
- Operates a computer and shows competency with a variety of software programs.
- Assures compliance with all applicable laws, rules, regulations and restrictions related to instructional technology and distance learning.

Marginal Functions:

- Updates the Distance Learning web pages as assigned.
- Serves on committees as assigned.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

- Requisite technical skills to perform essential and marginal job functions.
- Modern online course management and learning management systems.
- Microcomputers and related peripherals including operating systems and related software.
- Web page and HTML creation software, media and presentation equipment, and other instructional related systems, equipment, and software.
- A variety of authoring and graphic design software programs including but not limited to the Adobe suite and Microsoft Word, Excel, and PowerPoint.
- Development, design and preparation of media materials in a variety of formats including audio, video and streaming media.
- Trends and advancements in instructional technology applicable to college instruction.
- State and federal laws and regulations and District policies related to the development and implementation of distance learning instructional programs including ADA compliance regulations.

Ability to:

- Plan, prioritize, schedule and perform simple and complex customer support activities in an organized manner.

- Communicate technical and complex information to nontechnical users.
- Learn evolving pedagogy of online learning technologies in a community college setting.
- Maintain current knowledge of technical advances in areas of responsibility and recommend improvements in the District's LMS and services.
- Analyze instructional courses and related media.
- Maintain current knowledge of advances, enhancements and developments in modern instructional technology and distance learning.
- Maintain skills necessary to integrate new technologies into the curriculum.
- Develop distance learning and instructional technology solutions that meet the instructional needs of college faculty and the learning needs of the student.
- Plan and schedule projects to meet critical time lines.
- Communicate effectively, both orally and in writing, in a collegial manner and maintain effective and cooperative working relationships.
- Prepare and present clear, comprehensive oral and written reports and recommendations.
- Maintain accurate records; collect, compile and analyze data.
- Assure compliance with State and federal laws and District policies.
- Speak effectively in front of large groups of people.
- Work effectively and independently with frequent interruptions and stringent timelines.
- Effectively interact with others from diverse backgrounds.
- Understand and carry out oral and written instructions.
- Demonstrate interpersonal skills using tact, patience and courtesy.

Education/Experience:

- Associate degree or higher with coursework in computer and network systems and technologies or equivalent.
- Bachelor's degree preferred, with course work in instructional technology, web design, Computer Science or related discipline.
- Professional experience in online learning, preferably in a community college educational environment
- Demonstrated technical knowledge and ability to communicate clearly both verbally and in writing.