# EDUCATION TECHNOLOGY SPECIALIST

## BASIC FUNCTION

Under the direction of an assigned supervisor, provide comprehensive support and services for online students and faculty in the development of online, hybrid, and web-enhanced course content using the college's learning management system (LMS) as well as current web tools and mobile applications.

## DISTINGUISHING CHARACTERISTICS

This position is distinguished from other academic technology classifications by its responsibility for performing specialized duties relevant to the design and development of instructional content for all courses with an emphasis on online and hybrid courses. This position works with a great deal of independence under minimal direction.

## ESSENTIAL DUTIES & RESPONSIBILITIES

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Provide all-around support services, and training for online students, faculty, and staff using multiple communication channels including but not limited to email, chat, phone, webinar, videos, courses/modules, social media platform, and video conferencing.

2. Assist faculty in meeting distance education accessibility requirements through activities like designing, applying, editing, and transcribing multimedia and multimedia video packages.

3. Serve as a resource person to faculty and staff for designing and utilizing technology in online instructional settings to meet established learning objectives and enhance online student engagement.

4. Assist in the design, development, and implementation of online courses incorporating sound pedagogical practices.

5. Provide support for current, district provided classroom and other learning environment technology.

6. Participate in the research, evaluation, selection, testing and implementation of hardware and software tools, technologies and services used in the educational environment.

7. Troubleshoot online pedagogy in the LMS to ensure proper functioning of the online courses.

8. Assist faculty in ensuring quality of online and/or hybrid courses.

9. Provide guidance to faculty regarding instructional strategies for integration of technology and instruction.

10. Collect and analyze data related to online student experience and use this data in improving and developing educational technology to improve student success.

11. Perform other job-related duties as assigned.

## QUALIFICATIONS

**Knowledge Of:**

- Applicable federal, state, and local laws and regulations.
- Media product design principles and practices.
- Learning styles and environments.
- Teaching methodologies.
- Web/electronic publishing.
- Basic research methods and techniques.
- Oral and written communication skills.
- Computer-based multimedia technologies.
- Video and software technologies for a variety of platforms.

**Skills and Abilities To:**
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- Design and produce multimedia.
- Organize projects and set priorities.
- Meet deadlines.
- Research and work independently.

- Explain complex technical and quantitative information to others.
- Learn and adapt to changes in technology.
- Exercise good judgment, tact, courtesy, and patience.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

**Education and Experience:**

A bachelor's degree in instructional design, educational technology, instructional communications, computer information science, media communication, or a related field plus two (2) years of related experience. Equivalency to the bachelor's degree may be substituted with an associate's degree and two (2) additional years of related full-time experience.

**Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

 **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## WORKING CONDITIONS

**Work Environment:**

Office environment.

**Physical Demands:**

Sitting for long periods of time; physically typing and looking at a computer screen; operate office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Frequent interruptions; work under pressure to make deadlines; communicate effectively by phone, in writing, and in person with others; performing complex work and solve problems; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.