

CLASSIFICATION SPECIFICATION

Educational Technologist

FT/PT Class Code: 5135, 5635 Pay Grade: B/C 16 FLSA: Non-Exempt Rev. 08/31/2020

SUMMARY STATEMENT: An incumbent is responsible for promoting and supporting the effective use of educational technology to enhance teaching, learning, and student success.

NATURE AND SCOPE:

An incumbent in this class reports to the Director of Instructional Design and Technology, in the Center for Creative Instruction and Technology (CCIT). The incumbent is responsible for promoting and supporting the effective use of educational technology to enhance teaching, learning, and student success. The incumbent will provide professional services to faculty, staff and students. Working independently, as well as in a team, the Educational Technologist will collaborate with the college's academic community on projects related to distance education training and support, the learning management system (LMS), media development, and instructional technology.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Identifies the technology-related professional development/training needs of faculty and/or staff after assessing their needs and conducting relevant research. Ensures faculty and/or staff requests and assistance provided align with the College's strategic goals/objectives.
2. Processes work orders from CCIT's help desk ticketing system (e.g. OS Ticket) and provides customer service to faculty and/or staff.
3. Designs, develops and conducts professional development/training (e.g., individual or small group training sessions, workshops, mentoring, coaching, etc.) on a variety of instructional, academic and emerging technologies, as well as desktop application software.
4. Operates and supports the College's learning management system.
5. Provides technical support to the academic community in the use of various software packages (e.g. Microsoft Office Suite).
6. Designs written training materials, tip sheets, and support aids for technology systems.
7. Collaborates and consults with faculty on the effective use of instructional technology for their classes.
8. Consults with staff to aid them in using technology to maximize productivity.
9. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of current best practices and emerging trends in instructional technology.
- ◇ Working knowledge of relevant academic software and tools, such as lecture capture software, audience response systems, e-learning authoring software, and Web 2.0 applications.
- ◇ Skill in using multimedia design software.
- ◇ Ability to manage multiple projects and deadlines.
- ◇ Ability to work as a collaborative team member as well as independently.
- ◇ Ability to investigate and promote innovative uses of current technology to support teaching, learning, research, and work productivity.
- ◇ Ability to learn and adapt to new technology at a rapid pace.
- ◇ Ability to communicate effectively, both orally and in writing.
- ◇ Ability to communicate effectively and relate to a diverse population in a multicultural environment.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and two (2) years of relevant experience to include experience working with educational technology-related projects and/or providing education technology support; or other equivalent combination of education and experience.