

TECHNOLOGY TRAINING AND DEVELOPMENT COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-exempt	Technical	Local 1	72	10/01/07	Classified	1 of 2

DEFINITION: Supports the implementation of the technology master plan and assists the department by supporting faculty with their technology training needs.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Supports faculty in the use of technology for traditional and online/hybrid courses.
- Provides extensive support for faculty who are developing online classes and/or modules using current software platforms (e.g. WebCT, Respondus, FrontPage, Home Page Wizard, PhotoShop Elements) by developing and offering a variety of staff development workshops, institutes and Flex activities and an annual Summer Technology Institute.
- Works one-on-one with faculty/staff through appointments and during drop-in times in coordination with the staff development office.
- Provides web-based support on the Instructional Technology website.
- Assists faculty in developing online/hybrid teaching skills, with respect to content and pedagogy.
- Works with computer and media services staff to provide support for faculty and to help set policy for faculty/staff technology use, develop infrastructure, accommodate faculty and staff requests, and meet with faculty who are starting new activities/ programs for the college.
- Provides mini-demonstrations of instructional technology applications and opportunities at department and division meetings and inspires faculty to use new technologies.
- Provides technology orientations for new faculty and staff.
- Promotes development of accessible instructional resources that meet ADA requirements.

MINIMUM QUALIFICATIONS:

Knowledge Of: Experience in the training and development of college level instructors; knowledge of online delivery methods; principles, techniques and methods of instruction; use of visual aids, learning processes; curriculum development, understanding of ADA requirements; effective oral and written communication in both traditional and online educational forums is essential; a solid background in managing and evaluating instructors as well as group facilitation; ability to work with diverse individuals; commitment to organizational goals.

Ability To: Develop, maintain and facilitate/deliver workshops on topics related to the technique and methods for quality online instruction; new topics are developed each semester, while previous topics remain available to all instructors; develop content for faculty workshops and work closely with Course and Web Development teams to implement in-services online; develop and maintain an online instructor's guide that serves as an instructor-friendly resource for online instruction; train and mentor new online faculty through orientation and their first quarter experience, and continuing support of existing faculty; train and mentor all online faculty regarding at-risk students, grading and evaluation practices, and student feedback and group facilitation; work closely with the course development teams to improve the online faculty orientation and in-services; plan, organize, direct faculty training throughout the year, in combination with the Staff Development staff and run the annual Summer Technology Institute; identify faculty-training requirements.

Education/Training: Equivalent to completion of a BA/BS degree from an accredited college. Ability to teach face-to-face and "online" ; using a CMS like WebCT or Blackboard, knowledge of or willing to learn elements of serve software/Windows Streaming Server Software, html, Video editing software (Premiere or

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Final Cut), Image-editing software. Classes in online pedagogy and design (i.e. courses at the graduate level, UCLA's Online Teaching for Professionals and Educators).

Experience: Three years in an environment similar to that of this position, with experience in utilizing most of the systems described.

License/Certification: A valid Class C California Driver's License.

Actions: Newly created classification adopted by the Governing Board on 10/01/07.