

Position Description
Educational Technology Coordinator
Department: Student Learning
(Revised 11/98)

POSITION PURPOSE

The Educational Technology coordinator provides leadership and direction to facilitate the integration of technology into the classroom. Consults with division deans, department heads, and faculty to discuss how to utilize technology to meet educational goals.

NATURE AND SCOPE

The Educational Technology Coordinator is responsible for recommending appropriate technology to assist divisions or departments with their educational technology goals, providing technical support for distance learning and interactive and multimedia programs and presentations, and keeping abreast of technological changes and developments. Other decisions, such as authorizing budget for technology purchases, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Meets with committees, instructional managers, department chairs, faculty, staff, and technical support to facilitate the development of plans for technology usage in the classroom, necessary software and equipment.
2. Serves as a technical resource for all instructional units in the preparation of budget requests for technology, technical bid specifications and evaluation of hardware/software.
3. Coordinates the repair, maintenance, replacement and installation of instructional computer equipment with Information Technology, Computer Services and appropriate instructional managers.
4. Researches technology for instruction sources including journals, Internet, phone calls, and e-mail.
5. Serves as a technical advisor to all instructional units in the set-up, maintenance and management of instructional networks.
6. Conducts training in use of technology.
7. Contacts and works with vendors as appropriate and necessary.
8. Performs related duties as required.

EMPLOYMENT STANDARDS:

Knowledge:

1. District policies and procedures;
2. Existing, new and emerging technologies in a learning and teaching environment;

3. A wide array of software and multimedia development products used in an educational environment;
4. Concepts and operating principles of networked computer systems in the classroom and laboratory environments;
5. Current and emerging PC and MAC hardware configurations and related software;
6. Research techniques to evaluate data related to the acquisition of new software and hardware.

Skills and Abilities:

1. Work and communicate with individuals from all segments of the college community, utilizing a strong service attitude;
2. Teach and demonstrate complex, technical computer skills, various techniques in the use of computers for instruction and related knowledge to those with a non-technical background;
3. Establish and maintain cooperative relationships with those contacted during the course of the work;
4. Work in a team environment;
5. Work independently at a variety of assignments requiring technical skills;
6. Develop and submit technical bid specifications as appropriate and necessary;
7. Troubleshoot and develop resolutions to problems with microcomputers and computer networks and related peripheral equipment;
8. Maintain records of inventories of hardware and supplies and logs on maintenance and repair of equipment;
9. Write clear and concise reports and be able to understand and carry out oral and written instructions.

Education and Experience:

An Associate Degree in a related field or a combination of coursework, training and experience equivalent to the Associate Degree level; increasingly responsible experience in positions directly related to the duties and abilities described above; working experience with MAC and PC operating systems, hardware and applications. Working experience in a Novell network and/or WINDOWS NT environment is desirable.

Working Conditions:

Typical office environment
Frequent walking and standing

(Reviewed and revised by Rita L. Burleigh and Mala Arthur 11/20/98.)