

MT. SAN ANTONIO COLLEGE JOB DESCRIPTION

Job Title:	Teaching/Learning Technology Specialist, Learning Resources Center	Range:	A-102
Date Revised:	October 7, 2002	Date Approved:	10/29/02

PRIMARY PURPOSE

This position plays a key role in fostering, facilitating, and supporting the use of new technologies in teaching and learning. Collaborates with faculty in groups or one-on-one settings to integrate technology into learning and performs related duties as assigned.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Identify and communicate best practices for applying teaching and learning to instructional technologies and curriculum design. Recommend effective and creative uses of technology to enhance instruction and create new learning environments.
2.	Assist in evaluation of diverse faculty and department training needs in the area of instructional technology; design individual education plans for faculty; set realistic goals and monitor progress.
3.	Collaborate with faculty to assist with the design and development of engaging, interactive, and instructionally-sound materials that address various learning styles and are accessible to all students, including those with disabilities.
4.	Work with Staff and Organizational Learning to plan and coordinate training programs, workshops, and seminars on Internet, multimedia, and other instructional technologies and their implementation. Regularly help in the redesign training programs and supplemental materials to meet changing needs and objectives.
5.	Research, write, and produce clear documentation and other instructional materials (websites, multimedia, and online tutorials) to support faculty learning.
6.	Keep faculty informed about instructional-technology events and resources.
7.	Organize instructional-technology activities and events for college in conjunction with district staff development. Represent college/district by participating in professional organizations and presenting at local and national conferences.
8.	Provide leadership in instructional technology planning, development, implementation, and evaluation. Facilitate communication about use of technology in the curriculum. Act as resource to college committees.
9.	Remain current on and evaluate emerging technologies that have potential value for teaching and learning, through training sessions, conferences, and publications.
10.	Responds to help desk requests in support of teaching and learning.
11.	Performs related duties as assigned.

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WORKING RELATIONSHIPS

The Teaching/Learning Technology Specialist maintains frequent contact with faculty, staff, students, various departments, the community and outside agencies.

EDUCATION AND EXPERIENCE

Associate's Degree in a related field, plus specialized training and experience in instructional technology, instructional design, or educational technology and three years of classroom teaching experience or training adults in instructional technology. Bachelor's Degree preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of best practices, current research, and innovations in the use of technology in instruction
Knowledge of instructional design principles, adult teaching and learning theories
Knowledge of needs analysis, developing instructional objectives
Knowledge of current academic issues relevant to community college faculty and student populations
Knowledge of effective use of web development, multimedia, courseware authoring tools, CD-ROM, and other technologies
Knowledge of Web-page design principles, including flowcharts, storyboarding, and screen layout; web-page writing and editing skills using HTML or editors
Knowledge/skills involved in creating technology-based instructional materials for students with disabilities
Knowledge of copyright policies and intellectual property rights
Knowledge of various software applications related to integrating technology into instruction, multimedia development tools, and course-management tools

Ability to assess the purpose, effort, and effect of using technology from the pedagogical perspective
Ability to relate successfully to faculty members with diverse backgrounds and instructional responsibilities
Ability to present complex subject matter in understandable terms to learners with widely varying technical ability
Ability to provide creative solutions to complex student and faculty needs and translate into appropriate technology solutions
Ability to understand current instructional technologies and learn new ones quickly
Ability to communicate well verbally and orally; possess good facilitation skills and engaging presentation skills
Ability to work independently, as well as part of a team
Ability to work in a changing environment and manage multiple priorities
Ability to establish and maintain cooperative and effective working relationships

WORKING CONDITIONS

College office environment; may require standing for long periods while assisting with training needs. May be subject to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities. Ability to lift up to 50 pounds.
