

## IT INSTRUCTIONAL SPECIALIST

**POSITION:** IT Instructional Specialist

**DEPARTMENT:** Information Technology

**ACCOUNTABLE TO:** IT Director

**SALARY:** \$30358 - \$32960

### **SUMMARY OF WORK:**

To help all faculty and staff become current with today's educational technology trends. The IT Instructional Specialist collaborates closely with the IT Director and Distance Learning Coordinator/Trainer to plan and determine strategies for developing in-services training for faculty and staff. The IT Instructional Specialist is directly responsible for implementing training, establishing competencies and evaluating outcomes. The Specialist also works with individual faculty/staff to improve their lesson plans and make changes using their new technology knowledge. They keep current with the newest educational trends and technological developments.

### **JOB CHARACTERISTICS:**

#### **Nature of Work:**

Integrate technology into the classroom. This involves teaching faculty and students to use computers, developing technology curriculum, and selecting technology-oriented learning tools for classrooms.

#### **Personal Contacts:**

Meet with students, faculty, and staff on regular basis to discuss their training and technology needs.

#### **Supervision Received:**

Supervised by IT Director

#### **Essential Functions:**

Position requires ability to communicate orally and in writing; develop and maintain work reports; stay current with classroom technology; develop and update training material as needed.

### **RESPONSIBILITIES:**

- Collaborates closely with the IT Director.
- Is responsible for all training and evaluation training.
- Assists the Distance Learning Coordinator/Trainer to provide training to instructors developing on-line courses in online email account access; on learning management system; and in their lecture writing and content creation process.
- Develops short and long-term training strategies.
- Develop and implement an institutional technology in-service plan.

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- Help faculty and staff become functionally computer-literate and learn their roles in accomplishing the technology plan.
- Assists the Distance Learning Coordinator/Trainer in providing training to students enrolling in online courses on contacting instructors and on-line platform use.
- Works to improve the overall quality of education received by staff, faculty, and students.
- Participate in the development of curricula standards and benchmarks to encourage appropriate use of technology.
- Works with educators to develop lesson plans using technology to further educational goals.
- Inform faculty of new technologies or software.
- Be aware of technology trends and developments in education.
- Keep statistical training data and records for reporting purposes.
- Assists in the responsibility for all other activities related to the institutional technology.
- Supervises work study students.
- Provides in-depth and demonstrated knowledge of working with LMS and setting up course clones, establishing accounts and passwords, and providing technical support
- Provides faculty support for course design and enhancement for on-line learning
- Capable of learning and implementing new classroom technologies and tools
- Demonstrates competency in end user training
- Performs other position related duties as required.

### **JOB REQUIREMENTS:**

#### **Knowledge:**

This position requires in depth knowledge of PC hardware and software, Online Course Management System, and Instructional Technology Tools and Strategies.

#### **Skills:**

This position requires skills in providing training to staff and faculty in the area of classroom technology.

#### **Abilities:**

This position requires the ability to learn newer classroom technologies and tools and implement them in the classroom.

#### **Physical Demands:**

Position will occasionally require long periods of sitting and working on the computer and other office paperwork. Infrequently lifting and carrying up to 20 lbs. Pushing or pulling carts with computer equipment is occasionally required.

### **REQUIRED QUALIFICATIONS:**

- Minimum of an Associate degree in a technology field.
- Minimum of 2-years documented experience in technology curriculum development and delivery of training is required.

Revised: 9/13, 5/18, 9/18