Instructional Technology Coordinator

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, design, administer, install, configure and maintain division system servers and network configuration. Oversee day-to-day maintenance and repair of instructional technology equipment including computer labs. Evaluate software/hardware and determine which features could be used that best meets the user's needs. Develop and implement interface programs and/or utilities. Acts as division liaison with ETS and technology vendors.

REPRESENTATIVE DUTIES:

1. Assists faculty and staff to research available software for use in both laboratories and classrooms and to plan for future use of technology based on changes in instructional methodologies.

2. Assists faculty and staff to set up and maintain instructional websites using college and District technology standards.

3. Install various devices, equipment, and software requiring scripting; modifications, debugging, and compliance of code; utilize related operating systems, utilities, and tools.

4. Plan and implement desktop services, servers, and operating systems in a network environment; write programs and scripts to accommodate the needs of the division; monitor server and disk utilization.

5. Provide workshops to faculty and staff on technology related topics including existing hardware, software, and specifications regarding the use of a variety of instructional equipment. Arrange with vendors for demonstrations of technology products.

6. Research and evaluate new technology related to division and make recommendations on cost and purchasing, including monitoring of purchase requisition for the division. Oversee delivery and installation of new technology related equipment and monitor performance of upgrades.

7. Maintains inventories of all existing and new technology related equipment in the division. Create equipment and software upgrade plans including specifications, systems recommendations and roll over time lines.

8. Liaison between division and ETS to facilitate collaborative problem solving on technology related issues including system/network problems.

9. Develop, administer and maintain division servers.

10. Work with ETS to insure security of division networked systems.

11. Diagnose and repair computer hardware and software problems in cooperation with ETS, including upgrading hardware as necessary.

12. Assure proper operations of computer systems, servers, and other electronic equipment in the division; participate and assist in the researching, planning, and formulating solutions for the use of technology in instruction.
13. Assist in establishing and enforcing lab rules and policies by monitoring lab utilization and communicating with other faculty and staff; prepare and maintain documentation and handouts on lab procedures and operating systems usage.

14. In conjunction with ETS install, configure and maintain the existing multimedia “smart classroom” equipment.

15. Assist with the installation and deployment of multimedia content capturing, processing, editing, authoring archiving and delivery of multimedia instructional material.

16. Attend meetings as assigned; participate in a variety of division, staff and college meetings and workshops.

17. Train and provide work direction to assigned personnel.

18. Prepare and maintain various records and files; create, monitor and maintain student accounts as assigned.

19. Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Computer hardware systems, software applications and languages utilized by the District.

2. Principles, practices and techniques of operating systems, data base structures and computer programming, knowledge of common office applications.

3. Technical aspects of field of specialty.

4. Record-keeping techniques.

5. Oral and written communication skills.

6. Interpersonal skills using tact, patience and courtesy.

7. Applicable programming languages.

8. Methods and procedures of operating electronic computers and peripheral equipment.

9. Diagnostic techniques and procedures.

ABILITY TO:

1. Demonstrate commitment to the increased Demonstrate understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.

2. Perform complex tasks related to the operation and maintenance of assigned instructional computer laboratories.

3. Oversee and maintain instructional computer labs and equipment.

4. Assist and advise students, faculty and staff in utilizing facilities and equipment.

5. Set up, configure and install computer hardware, software and file systems.
6. Troubleshoot, service, maintain, and repair computer, peripheral, and other electronic equipment used
7. Provide technical guidance and recommendations concerning existing computer programs and systems.
8. Maintain current knowledge of technological advances in the field.
9. Communicate effectively both orally and in writing.
10. Interpret, apply and explain rules, regulations, policies and procedures.
11. Analyze situations accurately and adopt an effective course of action.
12. Work independently with little direction.

DATE APPROVED:
RANGE: N-66
EEO-CATEGORY: H-30