Technology Training Coordinator

BASIC FUNCTIONS:

Under the direction of an assigned supervisor, locate and deliver available technology training resources, services, and activities to California Community College’s faculty and staff. Identify ongoing technology needs and develop programs and materials to meet these needs. Consult with local college trainers and technical staff to implement training.

REPRESENTATIVE DUTIES:

1. Provide technology leadership with technology-related program development and strategic planning for the use and evaluation of learning technology statewide.

2. Work closely with faculty, project staff and industry experts to research, develop, manage, and implement new technology training programs statewide.

3. Advise and consult with local college trainers and technicians on technical and training issues to deliver technology training.

4. Identify, recruit, coordinate, and supervise subject matter experts, staff and industry experts engaged in developing and delivering statewide technology training through workshops, web sites, CD-ROM, and video conferencing.

5. Work with project staff to post and update training on web site.

6. Consult with faculty regarding assessment methodologies and training materials.

7. Collaborate with project staff to ensure programs are successfully promoted and implemented resulting in a high level of satisfaction from participants and presenters.

8. Evaluate and revamp training materials.

9. Develop, coordinate and deliver workshops.

10. Work with staff to maintain accurate records on program development, consulting services, and cost for statewide delivery.

11. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Effective uses of new technologies such as web development (HTML, JavaScript, graphics), multimedia tools (PhotoShop, PowerPoint), courseware authoring tools, CD-ROM and other instructional technology.
2. Extensive understanding of Windows, NT and Macintosh operating systems and cross platform issues of application software.

3. Adult learning theory and assessment methods.


5. Instructional design and training development in computer mediated learning.

6. Academic issues relevant to community college student populations.

ABILITY TO:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

2. Design and produce clear training materials, web sites, multimedia, CBT programs, and online documentation.

3. Organize and manage development and local delivery of training.

4. Express course material and educational goals through the imaginative application of technology to existing materials and structures.

5. Supervise and assign work to technical and clerical staff.

6. Communicate in writing and orally to individuals and/or groups of diverse backgrounds including students, staff, and community.

7. Work in a changing environment and manage multiple priorities. Work in a distributed team structure.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelors degree in instructional design or related field and two years experience in program development and implementation, and staff supervision.

Experience using training technology for instruction with design and development of training materials in a variety of delivery modes, preferably in an educational environment.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment

PHYSICAL ABILITIES:
1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read various materials.

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