Technology Training Specialist

BASIC FUNCTIONS:
Under the direction of an assigned supervisor, locate, develop, and/or deliver available technology training resources, services, and activities to district faculty and staff. Identify on-going technology needs and develop programs and materials to meet these needs.

REPRESENTATIVE DUTIES:
Depending on assignment, duties may include, but are not limited to the following:

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

2. Work closely with faculty, staff and other experts to research, develop, coordinate, implement and/or develop new technology training programs in the district.

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

4. Identify, recruit, and coordinate the work of subject matter experts, staff and industry experts engaged in developing and delivering district-wide technology training through workshops, web sites, CD-ROM, and video conferencing.

5. Develop and update training materials on college/district web site.

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

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

8. Evaluate and revamp training materials as appropriate to meet changing technology and user needs.

9. Develop, coordinate and deliver training sessions and workshops.

10. Work with staff to maintain accurate records on program development, consulting services, and costs.

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, desktop productivity software (Word, Excel, PowerPoint, etc.) 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. Evaluate, design and produce clear training materials, web sites, multimedia, CBT programs, and online documentation.

3. Organize and manage development and delivery of training.

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

5. Coordinate 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. 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:

1. Office environment
2. Classroom teaching

PHYSICAL ABILITIES:

1. Dexterity of hands and fingers to operate a computer keyboard, testing equipment and power tools.
2. Seeing to read various materials.
3. Bending at the waist, kneeling or crouching.
4. Reaching overhead, above the shoulders and horizontally.
5. Sitting or standing for extended periods of time.
6. Carrying, pushing or pulling.
7. Hearing and speaking to exchange information in person or on the telephone.
8. Walking.

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RANGE: N-54
EEO-CATEGORY: H-50