Long Beach Community College District

CLASS SPECIFICATION
Educational Technologist I

FLSA Status: Non-Exempt
EEOC Job Category: Professionals
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, assists and participates in the daily operations of the Faculty Resource Center (FRC); assists faculty in the use of a variety of instructional technology and multimedia equipment and systems in an instructional lab setting to support the integration of innovative technology into the classroom; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Educational Technologist I is the entry-level class in the educational technologist class series. An incumbent is responsible for performing routine to moderately difficult duties in support of the daily activities of the Faculty Resource Center and assisting faculty in the use of a variety of instructional technology and multimedia equipment and systems. An incumbent is also responsible for participating in the development, design and maintenance of instructional courseware and web pages to facilitate District courses.

Educational Technologist I is distinguished from Educational Technologist II in that incumbents in the latter class are responsible for performing more complex and technical duties in assisting and training faculty on the use of a variety of instructional technology equipment and systems to support the integration of innovative technology into the classroom, requiring a greater knowledge of District instructional technology, programs and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Participates in the daily operation and activities of the Faculty Resource Center (FRC) and assists faculty in the use of a variety of instructional technology and multimedia equipment and systems, including cross platform computers, printers, scanners, audio and video digitization equipment.

2. Provides technical assistance to faculty on graphics and other web-based technologies, such as motion graphics and animation; scans graphics and images; assists faculty with the use of digital cameras and image capture and editing; optimizes graphics for presentations, emails and the web by digitizing slides and images, manipulating images and correcting image colors; saves images on removable media for faculty; provides graphic support and monitors, updates and maintains a variety of District, department and instructional websites.

3. Assists and participates in the development, design and maintenance of instructional courseware, web
pages and databases to facilitate District courses; assists faculty with the development, update and maintenance of course web pages, online courses and classroom presentations; codes, authors and develops standard instructional computer programs, scripts and templates for on-line instructional and multimedia courseware, student practice and self-assessments, quizzes and examinations; researches and applies freeware and shareware scripts for use in instructional activities; produces media files necessary for courseware/web pages, including scanning and manipulating graphics and recording and digitizing audio and video files; assists in maintaining a library of instructional scripts, templates, forms, tests and audio-visual and interactive multimedia for web courseware; burns CD copies for students as requested by faculty.

4. Assists in preparing and maintaining databases, records, reports, statistics and other materials regarding Center programs and activities; assists faculty and administrators with the preparation and development of presentations for conferences, sabbatical projects and special meetings.

OTHER DUTIES

1. Attends and participates in a variety of meetings, training sessions, seminars, workshops and conferences.

2. Maintains current knowledge of state-of-the-art data instructional and multimedia equipment, systems and technology.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of instructional and educational technology and program design and development.

2. Principles and practices of staff development as it relates to instructional technology and the integration of innovative technology in the classroom.

3. Principles and practices of audio, video and image capture, manipulation and digitization.

4. Practices, methods and techniques of graphic design and layout.

5. Standard principles, methods and techniques in web site architecture and design, including use of visual design tools and HTML editors.


7. Web site usability concepts, such as navigational aids, knowledge management and information rendering.


9. Network architecture and communication protocols applicable to the design and development of web-enabled instructional materials.
10. Advanced uses of standard software packages, including word processing, spreadsheet, presentation, graphics and database programs.

11. PC hardware, operating systems and characteristics.

12. Basic principles and practices of database design and development.

13. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

14. Research methods and data analysis techniques.

15. Principles and practices of sound business communication.

**Ability to:**

1. Design and develop standard interactive and dynamic courseware, web pages and CD-ROMs to integrate technology into the curricula of various courses.

2. Conceptualize practical web-based solutions to meet instructional and department requirements.

3. Operate a computer and advanced graphics, design, presentation and desktop publishing software to create visually appealing and effective graphic designs and layouts for print and visual materials and websites.

4. Perform analyses and research, evaluate alternatives and develop sound conclusions and recommendations.

5. Prepare clear and concise records, reports, correspondence and other written materials.

6. Make sound, independent judgments within established guidelines.

7. Communicate clearly and effectively, both orally and in writing.

8. Exercise tact and diplomacy in dealing with sensitive issues and situations.

9. Establish and maintain effective working relationships with District faculty, administrators, management, staff, vendors and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in information technology, computer science, education or a related field; and at least two years of progressively responsible experience in education which involved the use and/or development of instructional technology; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with District faculty, administrators, management, staff, vendors and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.