CLASSIFICATION
Educational Technologist II

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

GENERAL PURPOSE
Under general supervision, participates in the daily operations of the Instructional Technology Development Center (ITDC)/Faculty Resource Center (FRC); assists faculty in the use of a variety of instructional technology applications and multimedia systems in classroom, instructional lab and online settings to support the integration of innovative technology into the curriculum; provides information regarding available technological resources and technology-related development opportunities to faculty; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Educational Technologist II is the journey-level class in the educational technologist class series. Incumbents are responsible for moderately difficult to complex duties in support of the daily activities of the Instructional Technology Development Center/Faculty Resource Center and assisting faculty in the use of a variety of instructional technology applications and multimedia systems. Incumbents are also responsible for participating in the development, design and maintenance of instructional courseware and web pages to facilitate District courses. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

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 ITDC/FRC and assists faculty in the use of a variety of instructional technology applications and multimedia systems, including interactive multimedia and web development software, as well as cross platform computers, printers, scanners, audio and video digitization equipment.

2. Provides technical assistance and training to faculty of instructional technology, including assisting in the administration of staff development and student-centered and product-oriented workshops; provides information to faculty regarding available technological resources and technology-related development opportunities; prepares and disseminates instructional materials for staff development opportunities and other Center activities.

3. Assists in preparing and maintaining databases, records, reports, statistics and other materials regarding ITDC/FRC programs and activities; assists faculty and administrators with preparation and development of college-related presentations for conferences, sabbatical projects and special
meetings.

**Instructional Web and Courseware Development Option**

1. 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, technology-mediated courses and classroom presentations; participates in evaluating various instructional technology methods to meet instructional needs; codes, authors and develops instructional computer programs, scripts, databases and templates for on-line instructional and multimedia courseware, student practice and self-assessments, online communication tools, quizzes and examinations; researches and applies freeware and shareware scripts for use in instructional activities.

2. Produces media files, including streaming media, necessary for courseware/web pages, including scanning and manipulating graphics and recording and digitizing audio and video files; establishes and maintains a library of instructional scripts, templates, forms, tests and audio-visual and interactive multimedia for web courseware; administers software server software and online chat groups, whiteboards and message boards for various groups; burns and duplicates CD/DVD copies for students as requested by faculty.

**ITDC/FRC Help Desk Coordinator Option**

1. Serves as helpdesk coordinator for the ITDC/FRC; recruits, recommends, hires, trains and oversees the work of Help Desk technologists, student workers and interns; oversees help desk functions and participates in providing software program support for ITDC/FRC computers; prepares and updates technical manual and Distance Learning Help Desk website for faculty and students.

2. Maintains the ITDC/FRC lab environment in a safe, clean and orderly condition; monitors lab activities and ensures the security of lab materials, equipment, and software; installs, maintains, supports, troubleshoots and performs minor repairs of computer hardware, software and other equipment and contacts appropriate personnel or vendors to perform more complex repairs; researches and recommends the purchase of hardware and software.

3. Designs and maintains Help Desk operation-related databases and reports.

**Graphics Option**

1. 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.

**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 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. Pedagogical and andragogical approaches for the instruction of adults.
4. Principles and practices of audio, video and image capture, manipulation and digitization and graphic design and layout.
5. Standard principles, methods and techniques in web site architecture and design, including use of visual design tools, HTML editors and accessibility to students with disabilities.
7. Web site usability concepts, such as navigational aids, knowledge management and information rendering, including accessibility to students with disabilities.
8. Network architecture and communication protocols applicable to the design and development of web-enabled instructional materials.
9. Advanced uses of standard software packages, including word processing, spreadsheet, presentation, graphics and database programs.
10. PC and Mac hardware, operating systems and characteristics.
11. Basic principles and practices of database design and development.
12. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
13. Research methods and data analysis techniques applicable to the development of educational technology programs and tools.
14. Principles and practices of sound business communication.

Ability to:
1. Design and develop complex interactive and dynamic courseware, web pages, CD-ROMs and DVDs to integrate technology into the curricula of various courses on campus and online.
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 difficult and complex 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 of university with a major in educational technology, information Technology, computer science or a related field; and at least three years of progressively responsible instructional technology experience; 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.