



## TECHNOLOGY TRAINING & DEVELOPMENT COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/ Paraprofessional	PEU Local 1	72	07/01/2017	Classified	1 of 2

### DEFINITION

Supports the implementation of the Technology Master Plan and assists the department by supporting faculty with their technology training needs.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Supports faculty in the use of technology for traditional and online/hybrid courses.
- Provides extensive support for faculty who are developing online classes and/or modules using current software platforms by developing and offering a variety of staff development workshops and flex activities.
- Provides web-based support on the Instructional Technology website.
- Assists faculty in developing online/hybrid teaching skills, with respect to content and pedagogy.
- Works with computer and media services staff to provide support and develop infrastructure and policy for faculty and staff technology use; accommodates faculty and staff requests, and meets with faculty who are starting new activities/ programs for the college.
- Participates in college and district-wide committees or task forces as it relates to technology or distance education.
- Keeps current with Accrediting Commission for Community and Junior Colleges (ACCJC) Distance Education requirements, current best practices, faculty contract (as it relates to distance education), and college-wide or district-wide decisions regarding distance education.
- Provides mini-demonstrations of instructional technology applications and opportunities at department and division meetings and encourages faculty to use new technologies.
- Provides technology orientations for new faculty and staff.
- Promotes development of accessible instructional resources that meet Americans with Disabilities Act (ADA) requirements.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Experience in the training and development of college level instructors.
- Knowledge of online delivery methods.
- Principles, techniques and methods of instruction.
- Use of visual aids, learning processes.
- Curriculum development, understanding of ADA requirements.

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- Title 5 and ACCJC requirements.
- Effective oral and written communication in both traditional and online educational forums.

Skill/Ability to:

- Develop, maintain and facilitate/deliver workshops on topics related quality online instruction.
- Train and mentor new online faculty through orientation and their first quarter experience, and continuing support of existing faculty.
- Train and mentor all online faculty regarding retention and persistence issues, grading and assessment practices, and student feedback and group facilitation.
- Plan, organize and direct faculty training throughout the academic year.
- Learn elements of basic computer command lines, html, video editing software and Image-editing software.
- Instruct faculty and staff in person and online.
- Identify faculty training requirements.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Three (3) years in an environment similar to that of this position, with experience in utilizing most of the systems described.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college or university, or the equivalent.

Adopted: 07/01/17