

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ACADEMIC/INSTRUCTIONAL TECHNOLOGY SPECIALIST

PAY GRADE: P-1

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

Recognizes how academic technology can influence and enhance learning. Responsible for analyzing technology solutions to assist departmental faculty in the enhancement of instruction and assist in meeting compliance requirements, including those for copyright and the Americans with Disabilities Act. Works closely with the E-learning team and faculty. Collaborates with instructional designer(s) regarding needs analysis and strategic course and program development. Must be able to articulate a passion for learning and innovation; be able to think visually; write and communicate clearly and succinctly; demonstrate strong leadership, project management and organizational skills; collaborate with others and work closely with teams to develop effective technology solutions for learning; interact with internal and external clients; take the initiative on projects; visualize abstract and concrete concepts, both critically and creatively.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Associate's degree required with coursework in informational technology or instructional technology. Bachelor's degree in instructional technology or instructional design preferred.
2. Years of experience in field: At least two years' related work experience in informational technology, or instructional technology, or an education- related field. Course management system and classroom experience preferred.
3. Special skills or abilities related to position: Knowledge of distance education, instructional technologies/ instructional design, multimedia technology, course management systems, instructional and office software. Ability to evaluate instructional software. Excellent computer skills with proficiency in Microsoft Office Suite, Adobe Suite and Course Management System.

PREREQUISITES FOR POSITION (Qualification Standards) (continued):Special skills or abilities related to position:

Ability to establish and maintain effective and collaborative work relationships with faculty/ department officials, E-learning staff, and other employees. Must possess good oral and written communication skills. Ability to work with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

1. Assist departmental faculty with the maintenance of their online, hybrid and web-assisted courses, within the college's course management system.
2. Transition videos from various sources such as Panopto, the CF video server coursecast.com/ YouTube and other social media sites to the college's course management system and work with departmental faculty to ensure they are captioned.
3. Work in conjunction with the instructional designer(s) to evaluate the accessibility of course materials and facilitate course revisions as part of the CF Quality Course Designations Program.
4. Assist faculty in revision of their online course content, as prescribed by the college's digital literacy and compliance process.
5. Assist in the selection of appropriate delivery technologies to help faculty meet instructional goals, as determined by the faculty member and department and as compatible with the course management system.
6. Research and evaluate new and innovative technologies, instructional software, software upgrades, and e-content to support and promote academic instructional technology needs and assist in course delivery.
7. Assist members of the E-Learning staff in training faculty in the use of various technologies.
8. Provide training and ongoing assistance to faculty in development of online, hybrid and web-assisted courses within the department.
9. Assist with training and troubleshooting within the department in the use of classroom instructional technologies.
10. Create training materials for faculty and staff to reference while using the technologies.
11. Conduct training sessions with faculty and staff regarding the use of technologies.
12. Assist faculty in course design to address the wide technical abilities of their students.
13. All other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

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

PHYSICAL DEMANDS (Continued):

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS

- Works in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Dean of Business, Technology and Career and Technical Education or Designated Supervisor