

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Instructional Technologist			<i>Approval Date:</i> August 10, 2009
<i>Level:</i> F	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0651	<i>Approved by:</i> College President

GENERAL DESCRIPTION

Responsible for identifying, testing, implementing, and troubleshooting new and existing instructional technologies that enhance student learning outcomes. Provides training, design and support services to departments and faculty using technology to enhance instruction through instructional technologies.

KEY RESPONSIBILITIES

% OF TIME

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1.*	Evaluates current instructional technologies and disseminates appropriate recommendations to faculty.	20%
2.*	Implements and maintains instructional technology systems used for departmental use.	30%
3.	Designs, develops, implements and/or coordinates the development of computerized media.	10%
4.	Assists faculty and departmental staff in the design and development of technology-enhanced courses, including blended and online courses.	10%
5.*	Diagnose and correct problems or support issues related to the District's learning management system and other instructional technology systems.	20%
6.	Provides departmental and faculty training regarding instructional technology systems.	10%
7.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required; Master's Degree preferred.	
<i>Experience:</i>	Three to five years of prior related work experience.	
<i>Planning Scope/Level:</i>	Plans events that are expected to occur in the next one to three months, or on a quarterly basis. The scope of planning may impact the department or equivalent.	
<i>Impact on Budgets:</i>	Provides supportive advice, analysis or related services. Services provided are directly related to the use of grant funds, and actions may have a direct contribution on methods used to generate revenues.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions, which typically affect the assigned department, but may at times affect the operation, services, individuals, or activities of others outside the department.	
<i>Complexity:</i>	Work is complex, varied and non-standardized, requiring the interpretation and application of a substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, a high level of analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plans for various interrelated activities; and coordinates such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures, and modifying them for unusual situations. Guidance is usually provided on what sources to review and solutions are reviewed before acceptance.	
<i>Communication:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters, or to supply or seek information on specialized matters. Contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion may be required.	
<i>Supervisory:</i>	Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or department activities.	
<i>Job Knowledge:</i>	Advanced professional skills to include professional theory and practice applied at the level of a "seasoned" professional. Requires extensive knowledge of information technology equipment and software; and instructional skills. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex, results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed sitting at a desk in an office, library, computer or classroom. Physical effort involves intermittent sitting, standing and stooping, with occasional lifting of 25 lbs. or less.	