**CLASS SPECIFICATION**

**Class Title:** Director of Instructional Technology  
**Level:** ADM07  
**FLSA Status:** Exempt  
**Class Code:** A0708  
**Approval Date:** August 10, 2009  
**Approved by:** College President  
**Administrative Review:** Feb 3, 2011

### GENERAL DESCRIPTION

Responsible for college-wide instructional technology, distance learning activities, and integration of technology-based learning into classroom instruction. Collaborates with administration and faculty to evaluate, plan, implement, and support instructional technology and web resources.

### KEY RESPONSIBILITIES

| 1.* | Plans, develops and maintains programming and operations for comprehensive college-wide distance learning and instructional technology services. | 20% |
| 2.* | Provides leadership in the development and utilization of alternative delivery systems; evaluates intra and infra structure on a regular basis; and establishes minimum standards for instructional technology. | 20% |
| 3.* | Coordinates the design and development of distance learning programs necessary to support distance learning activities, and reviews and enhances technology-based testing centers at each campus. | 10% |
| 4.* | Leads the evaluation, implementation, and maintenance of various instructional technologies. | 20% |
| 5.* | Coordinates, establishes and administers courseware license and contracts necessary for initiating and delivering programs through the learning management system. Develops minimum standards for classroom-based technology. | 5% |
| 6.* | Coordinates the purchasing, refresh and installation of faculty classroom and laboratory technology. | 10% |
| 7. | Coordinates the implementation of 21st Century Classrooms. Provides leadership in increasing faculty utilization and satisfaction of classroom technology. | 10% |
| 8. | Develops applications for grants and external funds for distance learning programs and activities. | 5% |
| 9. | Performs other similar and related duties as required. |

*Indicates an "essential" job function
<table>
<thead>
<tr>
<th>Class Title: Director of Instructional Technology</th>
<th>Class Code: A0708</th>
<th>Level: ADM07</th>
</tr>
</thead>
</table>

### KEY JOB REQUIREMENTS

**Education:**  
Master’s degree required.

**Experience:**  
Seven to ten years of prior related work experience required.

**Planning:**  
Makes formal plans that exceed one year, but not three years beyond normal operational planning. The primary scope of planning activities in this position affects the entire college.

**Impact of Actions:**  
- Operating Budget and Grant Fund Responsibilities: Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.  
- Revenue Generating Impact: Has the major controlling/authorizing influence on decisions affecting the expense/revenues, where the impact of others is mainly advisory; has full authority to commit the work unit to a specific course of action.

**Impact of Decisions:**  
Major responsibility for making decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.

**Complexity:**  
Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position.

**Decision Making:**  
Supervision is present to review established departmental and/or campus objectives. Independent judgment is required to recommend departmental or campus objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.

**Problem Solving:**  
Problems are complex, varied and only mildly related to those seen before. A high degree of analytical ability and inductive thinking may be required to solve highly intricate, technically complex problems. Must be able to develop new and nonstandard approaches.

**Communications with Others:**  
Regular contacts with internal persons of importance and influence involving considerable tact, discretion and persuasion in obtaining desired actions and/or the handling of difficult personal relationships. Regular external contacts to carry out organization programs and to explain specialized matters, requires continuing personal contact with the public.

**Supervision of Others:**  
Makes recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns, and evaluates the work of subordinates. Nature of work supervised requires training and experience, a thorough knowledge of departmental or divisional activities, and an understanding of and appreciation for work conducted in other departments or campuses of HCC.

**Job-Related Knowledge:**  
Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Able to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational and/or business knowledge to manage a major segment of HCC. Recognized expert in the field and consultative resource by other outside HCC.

**Innovation/ Creativity:**  
Work requires the development of innovative methods, procedures, products or systems. This is a significant part of the job and results generally affect several campuses.

**Working Conditions/ Physical Effort:**  
Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.