INSTRUCTIONAL TECHNOLOGIST
Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY CODE: 21
REPORT TO: DIRECTOR OF EDUCATIONAL TECHNOLOGY & ONLINE LEARNING
REVIEWED DATE:

> The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

The Instructional Technologist facilitates technology-rich teaching and learning by providing evaluation and technical support related to the College's online learning management system for online, hybrid, and web-augmented courses. This includes support for academic courses, self-paced learning modules, audio/video components, and other training resources for faculty, staff, and students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works collaboratively and effectively with faculty throughout the College to integrate student learning outcomes into the design, development, implementation, and management of instructional content, courses and projects within the College's online learning management system to enrich teaching and learning.
- Provides technical support for all online learning management system instructional initiatives to improve learning outcomes, facilitate technology-rich teaching and advance curricular innovation.
- Assists in enhancing teaching and learning through the identification, evaluation, adoption, and integration of effective educational technology innovations into the curriculum.
- Collaborates with College deans and directors, information services, and others to create, review, edit, and share analytic reports for comprehensive evaluation.
- Maintains the reporting of system statistics for the online learning management system and related technology tools.
- Collects and disseminates information pertaining to best practices in educational assessment, curriculum development and technology-infused innovations.
- Creates training materials to accommodate self-learners and provides resources for faculty.
- Conducts seminars, workshops and trainings on various education and technology related topics.
- Evaluates relevant emerging technologies that have potential value for teaching and learning.
- Generates activity reports as well as coordinates and documents projects.
- Assists faculty and staff with developing courses and online learning content for various audiences per design plans/consultation discussions in the LMS and/or using other course authoring tools (e.g., Articulate Storyline, Adobe Captivate, etc.).

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- Builds and maintains effective relationships with Subject Matter Experts and assists with the development of content that supports what students need to learn, sequencing of the content, and development of content.
- Assists faculty in designing and developing online and hybrid courses through the Blue Print Process.
- Reviews online and hybrid courses by applying the Quality Matters Rubric to ensure the highest level of course quality, student experience and engagement.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Participates in the process for systematic review and evaluation per the institutional effectiveness model adopted by the College.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and community.
- Communicates effectively, both orally and in writing; defines problems, collects data, establishes facts, and draws valid conclusions; and effectively presents information, as needed.
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of Adobe Creative Suite for graphics and video editing.
- A strong commitment to the mission of the community college.
- Must exhibit highest professional integrity and ability to work confidentially with discretion.
- Familiarity with institutional effectiveness issues and other institutional assessment concepts.
- General knowledge of the Texas State Education Code; the rules, regulations and principles of the THECB and the Southern Association of Colleges and Schools Commission on Colleges, as well as other state and federal laws and regulations regarding curriculum development; academic, career and technical programs; developmental education; student learning outcomes; and assessment of student learning outcomes.

- Ability to determine the technical needs of the client and effectively communicate those needs to the information technology staff.
- Ability to research and implement appropriate new technologies.
- Strong demonstrated organizational skills in handling, directing and prioritizing multiple and complex assignments and projects with excellent attention to detail.
- Ability to work independently, according to established schedules and to complete assignments and projects, as per defined timelines.
- Ability to work effectively in a team environment.
- Ability to define problems, collect data, establish facts, draw valid conclusions, and effectively present information.
- Excellent customer service skills and interpersonal skills.
- Excellent oral and written communication skills.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization, with excellent attention to detail.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Bachelor's degree in Instructional or Educational Technology, Education or related field from an accredited college or university and two (2) years of relevant work experience as an Instructional Technologist, Instructional Developer or Instructional Designer OR a Master's degree in Instructional or Educational Technology, Education or related field from an accredited college or university and one (1) year of relevant work experience as an Instructional Technologist, Instructional Developer or Instructional Designer.
- Experience with proprietary learning technology solutions and learning management systems.
- Experience with computerized systems.
- Experience with post-production tasks including video and audio editing, effects, branding and file compression.
- Experience with Online Course Quality Assurance.
- Experience with various e-learning authoring software/tools.

PREFERRED EXPERIENCE

- Higher education teaching experience.

CERTIFICATES AND LICENSURES

None required.

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. While performing the duties of this job, the employee is frequently required to sit. The employee is occasionally required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Disclaimer:

The duties listed 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 the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?
☐   Yes
☐   With Accommodations

Employee Signature: _____ Date: _____

Direct Supervisor: _____ Date: _____

HR Representative: _____ Date: _____

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
   - TSC Website
   - HigherEdJobs
   - Indeed
   - LinkedIn
   - Specialty Job Board
   - Facebook
   - Work-In-Texas/ Texas Workforce Commission
   - Job Fair
   - Personal Referral
2. *Do you have a Bachelor's degree in Instructional or Educational Technology, Education or related field from an accredited college or university and two (2) years of relevant work experience as an Instructional Technologist, Instructional Developer or Instructional Designer OR a Master's degree in Instructional or Educational Technology, Education or related field from an accredited college or university and one (1) year of relevant work experience as an Instructional Technologist, Instructional Developer or Instructional Designer?
   - Yes
   - No
3. *Do you have experience with proprietary learning technology solutions and learning management systems?
   - Yes
   - No
4. *Do you have experience with computerized systems?
   - Yes
   - No
5. Do you have experience with post-production tasks including video and audio editing, effects, branding and file compression?
   - Yes
   - No
6. Do you have experience with Online Course Quality Assurance?
   - Yes
   - No
7. Do you have experience with various e-learning authoring software/tools?
   - Yes
   - No
8. Do you have higher education teaching experience?
   - Yes
   - No