



West Valley - Mission

Community College District

CLASS SPECIFICATION

SENIOR INSTRUCTIONAL TECHNOLOGY ANALYST

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 29

DEFINITION

To supervise, train, and evaluate assigned personnel engaged in instructional technology services; to perform duties requiring specialized knowledge; and to provide professional support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Instructional Technology Analyst professional series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing direct supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Exercises direct supervision over assigned professional and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish use schedules, user support structure, best practices and methods for instructional technology systems; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in instructional technology systems. installation, maintenance, user training and support.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Perform the most difficult work related to instructional technology including media capture, production and broadcast; video services; planning, installation, deployment, user support, and new project management support

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of instructional technology including instructional design.

Equipment, tools and materials used in instructional technology.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement and direct instructional technology operations/activities.

Operate and maintain A/V production and classroom technology, equipment and software.

Coordinate with and provide guidance to other agencies or groups.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Perform the most complex duties related to instructional technology.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Instructional Technology Analyst II with the West Valley-Mission Community College District.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in instructional technology or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

EEO Category: Professional Non-Faculty

Date Approved: July 1, 2017