



West Valley - Mission

Community College District

CLASS SPECIFICATION

INSTRUCTIONAL TECHNOLOGY ANALYST

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 74

DEFINITION

To plan, organize and design college courseware; to collaborate with faculty to produce content compatible with the college's course management system; to assist in designing online courses; and to participate in the support of the district's online course management system and other instructional technology systems.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Instructional Technology Analyst professional class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from the Senior Instructional Technology Analyst in that the latter provides direct supervision over assigned professional and technical staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

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

Assist college faculty in designing and developing online courses, hybrid courses and related online content; maintain and update Online Courses (distance learning) website, maintain list of current and upcoming online course offerings, post and update help guides for student and faculty resources.

Diagnose and correct problems and/or support issues related to the district's online course management system and other instructional technology systems.

May plan, organize, implement and evaluate the college's assessment outcomes data collection, analysis and activities when assigned.

Train campus instructors in the utilization of the district's online course management system.

Assist faculty with integration technology into the curriculum; serve as a resource to faculty and staff in the development of technology enhanced instruction and related media.

Assist in planning and evaluating instructional technology design needs for new and existing courses including technology enhanced hybrid courses and online courses.

Prepare and deliver orientations, workshops and short-courses to faculty in the development of online course content, online pedagogy and other instructional technologies as well as integrating new innovative technologies into traditional classroom courses.

Participate in establishing and achieving goals in accordance with ongoing distance learning strategic plans; serve on committees and teams as requested.

Track and compile data; distribute distance learning program information and related materials.

Perform desktop publishing functions for the schedule of classes, college catalog and other similar tabloid type publications as needed; prepare or assist in preparing reports.

Assure compliance with all applicable laws, rules, regulations and restrictions related to instructional technology and distance learning.

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:

Commonly accepted instructional design techniques.

Principles and practices of online course management systems.

Related state and federal laws and regulations and District policies.

Basic understanding of electronic databases.

Analytical and problem-solving skills.

Research methodology.

Trends and advancements in instructional technology applicable to college instruction.

Development, design and preparation of media materials in a variety of formats.

Development, design and preparation of printed materials for in-class instructional use or other college publications.

Ability to:

Plan and schedule projects to meet critical time lines.

Independently develop and administer on-line courses.

Use specialized software to perform duties.

Assist faculty and staff in use of course management system.

Design and evaluate instructional courses and related media.

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 and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Use sound judgment in recognizing scope of authority.

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 professional instructional technology experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in instructional technology, instructional design, media communications, computer science or a related field.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Professional Non-Faculty

Date Approved: July 1, 2017