JOB INFORMATION

Job Code	AC01D
Job Description Title	Spec IV, Instructional Tech
Pay Grade	AA11
Range Minimum	$57,160
33rd %	$70,500
Range Midpoint	$77,170
67th %	$83,840
Range Maximum	$97,180
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Instructional Technology & Design

JOB SUMMARY

Recommends, installs, and supports the use of instructional technologies to support the delivery of instruction, including one or more of the following: courseware, desktop software, distance learning, multimedia support, videoconferencing, adaptive learning, production of film, digital or web-based content, or technology enhanced/multimedia classrooms.

RESPONSIBILITIES

- Consults with faculty to plan and design instructional technology and media applications which may include accommodations for individuals with mobility, hearing, visual, and/or learning impairments.
- Designs, installs, and tests new instructional technology solutions, coordinating with Facilities, OIT or other departments as needed.
- Trains and supports faculty or other users of instructional tools or equipment, and maintains user documentation.
- Promotes use of instructional technology by maintaining knowledge of best practices in instructional technology and by providing training and information on instructional technology methods and trends to others.
- May specialize in a single or primary technology, such as multimedia/technology enhanced classrooms, including integrated multimedia, online, audio, cable TV, projection, photographic, captioning, videoconferencing capabilities, or assistive technology for persons with disabilities.
- Creates and maintains project plans and budgets for large-scale instructional technology initiatives.
- Develops and writes programs relating to the use of computer-based instructional technology and related systems.
- May assist with mounting, hookup, adjustment, operation, and physical maintenance of instructional technology equipment.
- May provide general IT user support to assigned area.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Educational Technologies, Informational Technologies, or a related field.	And	6 years of	Experience in developing, installing and/or supporting the use of instructional technologies	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies an advanced knowledge of instructional technology to the planning and completion of projects of major complexity.	
Must have achieved recognized standing in professional field through original contribution.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically and distinguish colors.