

Specialist, Distance Learning Design

FLSA Status: Exempt

Pay Grade: 18

Job Title ID: 180500

Job Series/Job Family: Instructional Technology Series / Distance Learning Family

Reports To

Director, Distance Learning

Job Purpose

To develop, coordinate and implement video technologies to support Distance Learning programs.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Develops, coordinates and implements new video technologies to support Distance Learning including writing HTML code and insuring web page functionality to support online video distribution.
2. Researches and implements Distance Learning technology project solutions including video production and encoding processes. Serves as a liaison with vendors.
3. Maintains and supports the Distance Learning web site and related sites.
4. Maintains Distance Learning (DL) and VSS computer systems and electronic equipment to ensure proper operation.
5. Tracks and trouble-shoots user problems in Distance Learning and determines source as hardware, software, or procedural, and resolves problem or redirects to appropriate area.
6. Investigates, reviews, and evaluates new instructional Distance Learning and video distribution technologies and software applications. Recommends new products, software upgrades, and training.
7. Provides training and support for new and existing Distance Learning technologies to faculty and staff; maintains and updates training websites and other support materials.
8. Provides input in writing on operational procedures for staff on the use of system hardware and software.
9. Collects and records data for tracking operations measurements. Maintains records and prepares reports as needed.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Video technologies, including online video distribution.
- Current principles and practices of distance learning and/or instructional learning technology and applications in an educational environment.
- Networked computer system environments and peripheral device capabilities.
- Instructional technology system development and implementation principles.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.

- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills, including attention to detail and follow-through.
- Coordinating implementation of Distance Learning and/or instructional technology programs.
- Analyzing software applications, and developing recommendations for implementation.
- Developing and presenting effective technology training in a variety of formats.
- Developing and maintaining webpages and websites.
- Troubleshooting and maintaining instructional technology equipment and components.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and web-based specialty software.
- Working and supporting a networked environment.

Physical Requirements

Required

- Occasional lifting of objects up to 30 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Two years work experience in instructional technology in a networked environment.

Education

Required

- Bachelor's degree in Educational Technology, Computer Science, or related field.

Preferred

- Master's degree in related field.

Licenses/Certifications

Required

- Valid Texas driver's license.

Other

Preferred

- Knowledge of software applications and operating systems unique to ACC.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.