Director, Instructional Computing & Technology

FLSA Status: Exempt
Pay Grade: 25
Job Title ID: 18151
Job Series/Job Family: Instructional Technology Series / Instructional Computing Family

Reports To

Associate Vice President, IRT

Job Purpose

To direct the staff and operations of the Instructional Computing Technology services program, and provide uniform computer support services to faculty, staff, and students.

Description of Duties and Tasks

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

Required

1. Directs the planning, staff, and operations of the Instructional Computing & Technology Program.
2. Directs the development, implementation, and evaluation of campus-based media and computer center operations, equipment inventories, and staff training for services and facilities provided.
3. Works with other staff in the implementation and maintenance of College-wide online instructional applications and services including application software, online course delivery software, and online registration systems.
4. Works with departments and committees College-wide to assess instructional needs for computer hardware and software; develops purchase recommendations consistent with determined instructional needs and department goals.
5. Directs the development of and maintains implementation timelines for campus-based and College-wide instructional technology initiatives.
6. Supervises and evaluates instructional computing and technology services staff.
7. Assists in the overall development and evaluation of instructional computing goals, objectives, budget planning, and use of staff.
8. Works with other IRT units and academic departments to ensure appropriate College-wide and campus-based services are available.
9. Assists in the development of the program strategic plan.
10. Develops and manages program budget.

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

- Current principles and practices of Instructional Computing technology and applications in an education environment.
- Management and implementation of organization-wide technology projects.
- Supervisory principles, practices, and methods.
- Budget preparation, bid and purchasing procedures, and expense control.
- Project planning and management principles.
- Technology system development principles and techniques.

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

- 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 new technologies.
- Reviewing and preparing narrative and statistical reports and records.
- Interpreting and applying rules, regulations, policies and procedures, and making effective decisions.
- Assessing, coordinating and prioritizing multiple tasks, projects, and demands.
- Effectively supervising, leading, and delegating tasks and authority.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, network databases, courseware and multimedia production products.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is performed in a standard office environment.

Work Experience

Required

- Four years work experience managing technology services and projects, database development, instructional technology, and web-based software applications, including one year supervisory experience.

Preferred

- Work experience in an educational institution.

Education

Required

- Master's degree in educational technology or related educational field.

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.