

## **North Florida College Job Description**

**Job Title:** Coordinator of Instructional Technology  
**Department:** Academic Affairs  
**Reports To:** Director of Curriculum and Instruction  
**FLSA Status:** Exempt (Administrative)  
**Prepared By:** HR Department  
**Prepared Date:** September 30, 2021  
**Revised Date:**  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

Reporting to the Director of Curriculum and Instruction, this position will work in close collaboration with faculty and staff across all academic areas of the College to provide leadership and technical expertise to faculty and other college personnel in the planning, implementation, and evaluation of effective instructional technology and distance learning practices. This position will be tasked with researching and procuring technological equipment and programs that will be used to integrate new technology with existing curriculum, and training faculty and staff how to effectively use and manage new technology.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

Must have personal and educational philosophy compatible with the goals, objectives, and mission of North Florida College.

### **Training and Professional Development**

1. Provide leadership and technical expertise to faculty and other college personnel in the planning, implementation, and evaluation of effective instructional technology and distance learning practices
2. Coordinate the development and implementation of a comprehensive staff development plan for the use of instructional technology and distance learning tools.
3. Provide professional development to faculty and administrators in methods of involving technology in the delivery of curriculum.
4. Create online instructor learning communities and work with faculty on the development and launch of online course content.

### **Curriculum Development**

5. Assist in integrating technology in the existing instructional curriculum.

6. Disseminate information regarding current research and significant developments in instructional technology and distance learning.
7. Develop and implement assessment of the instructional technology used and implement changes based on the findings.
8. Coordinate online learning curriculum development and oversee standardization of distance learning protocols.
9. Collaborate with the Director of Curriculum and Instruction to assess distance learning programs and courses and use results to improve course delivery.

### **Technology Support**

10. Collaborate with the Director of Information Technology/CIO to assist with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials within instructional programs.
11. Serve as liaison to outside vendors that provide support for technology equipment and materials.
12. Manage Virtual Education Studios on campus and off-campus sites
13. Coordinate instructional technology practices with district high schools for effective and high-quality video-conferencing learning opportunities.

### **SUPERVISORY RESPONSIBILITIES**

This position does not have and supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree required; Master's degree preferred with Educational Technology focus. Experience working with computer hardware and instructional software applications is required. Teaching experience is preferred.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.