



**Job Title: Instructional Technology Coordinator**

## **CLASSIFICATION DESCRIPTION**

---

**Department:** Varied  
**Pay Grade:** 113  
**FLSA Status:** Exempt  
**Remote Work Eligible:** No

### **JOB SUMMARY**

This position plans, coordinates, implements, and supports the use of instructional technology. Duties may include: identifying opportunities to incorporate technology in the curriculum; researching and recommending hardware and software; developing and presenting training on instructional technology; planning and coordinating projects related to the implementation or use of instructional technology; maintaining assigned databases; and preparing operational and technical reports. Duties may also include supervising assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Plans, implements, and analyzes technological solutions in an academic environment; identifies opportunities to incorporate technology in the curriculum; and defines requirements for useful, logical, and effective solutions.
- Coordinates online course technologies which require: conferring with faculty to determine needs and technology capabilities; training and supporting users; administering course software; and/or other related duties.
- Researches and analyzes technology and training needs; evaluates and recommends hardware and software required.
- Develops and maintains internal and external partnerships to maximize effectiveness of educational programs and market offerings to outside sources.
- Maintains database used by virtual campus and maintains; monitors performance and back up procedures; and prepares operational and technical reports.
- Coordinates assigned projects; writes and develops proposals for new projects; coordinates proposal writing, reporting evaluation, and financial matters of the project; develops and implements policies and procedures for the project; participates in the recruitment and retention activities of students or participants in the specific project; functions as community liaison and makes presentations to promote and explain the objectives of the College project; counsels and advises participants regarding their progress; and provides assistance in areas related to the goals of the project

Prepared: February 2023

- May design and develop courses and content for several subjects related to law enforcement, emergency management, stress management, disaster preparedness and prevention, and victim advocacy; deliver courses on dealing with people with disabilities and other courses dealing with people with access and functional needs.
- Designs and develops courses using eLearning software (Articulate Storyline, Captivate, etc.
- Uses, develops, and administers courses in organization's learning management system.
- Uses video editing software to import and update videos used in classroom and online courses including making sure courses have adequate closed captioning.
- Develops curriculum and materials for the courses offered and maintains the project content and objectives on a current basis; develops new courses.
- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- May write grant proposals or provide support for a grant program.
- Delivers train-the-trainer workshops for contract instructors.
- Prepares course announcements for marketing.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's degree in a field related to assigned area (master's degree preferred); four (4) years of related experience in implementing and utilizing instructional technology preferably with experience in community relations and teaching; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Grant writing and administration;
- Supervisory principles;
- Project coordination principles and practices;
- Procedures and practices involved in the specific project area of assignment;
- Post-secondary education, curriculum development and community needs;
- Systems analysis and design principles;
- Research methods;
- Academic course technologies;
- Applicable computer programming languages;
- Applicable operating systems;
- Image/video manipulation techniques;
- Training techniques;
- Customer service principles;
- Recordkeeping principles; and
- Computers and related software applications.

#### Skills in:

- Analyzing and developing policies and procedures;
- Evaluating hardware and software applications;
- Converting files;
- Communicating technical information to a non-technical audience;
- Providing customer service;
- Maintaining records;
- Training end-users and faculty members;

- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Supervise and evaluate employees;
- Prioritize and assign work;
- Install, configure, and troubleshoot technological systems and/or software; and
- Identify, research, troubleshoot, and resolve complex technical issues.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

N/A.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<b>X</b>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<b>X</b>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a relatively safe, secure, and stable work environment.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***