

## JOB INFORMATION

|                         |                                   |
|-------------------------|-----------------------------------|
| Job Code                | AC01D                             |
| Job Description Title   | Spec IV, Instructional Technology |
| Pay Grade               | AA11                              |
| Range Minimum           | \$59,760                          |
| 33rd %                  | \$73,700                          |
| Range Midpoint          | \$80,670                          |
| 67th %                  | \$87,640                          |
| Range Maximum           | \$101,580                         |
| 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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>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.</li> <li>Designs, installs, and tests new instructional technology solutions, coordinating with Facilities, OIT or other departments as needed.</li> <li>Trains and supports faculty or other users of instructional tools or equipment, and maintains user documentation.</li> <li>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.</li> <li>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.</li> <li>Creates and maintains project plans and budgets for large-scale instructional technology initiatives.</li> <li>Develops and writes programs relating to the use of computer-based instructional technology and related systems.</li> <li>May assist with mounting, hookup, adjustment, operation, and physical maintenance of instructional technology equipment.</li> <li>May provide general IT user support to assigned area.</li> </ul> |
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The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## 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 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 | no specific discipline | 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.

## 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.