



JOB DESCRIPTION

JOB TITLE: Instructional Technologist	FLSA: Exempt Security Sensitive: Yes
Department: Title V Grant	Date: 07/17/2018
Security Sensitive: Yes	Grade: C-41
Reports To: Title V Project Director	

Job Summary:

The Title V Instructional Technologist reports to the Title V Project Director and has responsibility for leading the implementation and adoption of instructional technologies. This includes training of student services staff on new advising programs/technologies and facilitating course redesign to incorporate active learning strategies using instructional technologies.

Essential Functions

- Works with constituent groups to identify, prioritize, and implement faculty and staff professional development/training needs that are specific to active learning instructional strategies and implementation of a Pathway Advising model;
- Assists the Instructional Methodologist in advancing a professional development program for Galveston College Instruction;
- Develops and offers training on instructional technology tools/strategies;
- Coordinates with the Instructional Methodologist to assist faculty in incorporating new technology tools;
- Assists faculty in piloting new technology tools, providing technical support as needed;
- Works with the Instructional Methodologist and pathway-specific faculty in aligning new pathways advising system with redesigned courses;
- Coordinates with Pathways Advising Specialist to train student services staff on new student services software/technologies;
- Works with the Pathways Advising Specialist to train staff, integrate computer applications, and institutionalize new advising technologies/computer programs;
- Assists Project Director in project evaluation and data-supported initiatives;
- Maintains confidentiality of student records in compliance with the Family Education Rights and Privacy Act (FERPA);
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- A Bachelor’s Degree in education with an emphasis in instructional technology, or a closely related field;
- Two years of experience with instructional technology, higher education experience preferred;
- Demonstrated ability to offer training and technical support;
- Knowledge of active learning instructional methods using instructional technologies, higher education experience preferred;
- Strong communication and organizational skills;
- Strong interpersonal skills;
- Ability to work within a team environment using collaborative approaches;
- Ability to foster partnerships to promote quality in education.

Preferred Education, Skills and Abilities

- Experience teaching. Any experience will be considered with higher education or adult education preferred;
- Experience developing curriculum that integrates content, technology, and active learning strategies;
- Experience developing and offering professional development/training to higher education faculty or staff;
- Knowledge of Pathways Advising model;
- Demonstrated ability to adopt new technologies in an effective and productive manner;
- Experience conducting research on the effectiveness of educational interventions.

Work Environment / Physical Requirements

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions;
- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical activities.

Special Requirements

- Subject to a criminal background check prior to employment;
- This is a grant-funded five-year project. Employment is contingent upon funding.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? YES / NO

Signature

Date