

**San Jose/Evergreen Community College District  
Classified Job Description**

**Position:** Distance Education Program Technologist

**Department:** Academic Affairs

**Location:** SJCC

**Date:** September 9, 2020

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**POSITION PURPOSE**

Under the direction of the Vice President of Academic Affairs, the Distance Education Program Technologist provides instructional program design expertise for the development and support of hybrid and online course materials. The position is responsible for assisting faculty in the design and development of online coursework, and supports the customization of online course shells unique to the needs of the instruction and students. The position works closely with academic deans to ensure evaluation of online courses is updated and completed. This position work collaboratively with the Learning Resource Center and other tutoring services to ensure that online accessibility for support services is available.

**DISTINGUISHING CHARACTERISTICS**

The incumbent in this position serves as a key resource to support faculty in the design of online course-work shells and develops training opportunities for faculty online instructional practice. This position works collaboratively with the Distance Education Coordinator and the Professional Development Coordinator and faculty, interfaces with other staff to provide assistance and consultation in the development of online course shells, coordinates the creation and implementation of faculty training programs for online teaching, and provides support for course/learning management systems, educational technology, and best practices of 508 compliance.

**KEY DUTIES and RESPONSIBILITIES**

1. Assist faculty in designing and implementing effective online and hybrid course shells by providing feedback on online course design and educational materials for pedagogical soundness, instructional integrity and accessibility in accordance with the District requirements and ACCJC standards.
2. Develop and promote resources that enhance online pedagogical effectiveness and cultural equities.
3. In collaboration with the Distance Education Coordinator and the Professional Development Coordinator, develop a local training/certification program for online teaching and establish ongoing professional development opportunities.
4. In collaboration with ITSS and Professional Development Committee, develop and implement trainings and workshops in a variety of delivery formats to assist faculty in online instruction. Topics include universal design, the use of open educational resources, and student technology accessibility training.
5. Work with Student Accessibility Services (SAS) to assist faculty with understanding and meeting accessibility compliance requirements for online courses and digital learning content.
6. In collaboration with Distance Education Coordinator and librarians, develop standards in accessibility of electronic and online instructional resources in accordance with the College policies and procedures on accessibility of resources, federal and state laws, the Online Education Initiative (OEI) and the California Community Colleges Chancellor's Office.
7. Research advances in web based course development technologies and recommend instructional technology resources.

8. Serve as a college representative on local, state-wide and regional committees and consortiums; serve on appropriate college committees (Distance Education, 508); and attend meetings and related seminars.
9. Work with the college's course/learning management system provider and ITSS to ensure that student support for online learning is being provided.
10. Work collaboratively with all departments to promote the Distance Education Program.
11. Train faculty, students, and staff on video conferencing technologies
12. Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Methods, best practices, theories, concepts, and systems pertaining to instructional design and technology support in face-to-face, hybrid, and online environments in higher education.
2. Federal, state and local laws regarding accessibility including Title V and Accreditation standards for distance education.
3. Online learning and course management systems such as Canvas, Blackboard, and Design to Learn.
4. Adult learning styles; teaching techniques and barriers to learning in online and hybrid courses and ensure equity-minded and culturally responsive pedagogy.
5. Common web authoring and development tools and related technologies.
6. Ancillary remote programs for teaching and tutoring including but not limited to Zoom, Proctorio, Labster, etc.
7. Modern office operation and widely used computer hardware and software such as Windows and Macintosh operating system, and MS Office applications.
8. Help desk practices, strategies, and technology associated with providing support to faculty members in the use of instructional systems and technology.
9. Recent developments, trends and information related to learning management systems and distance education.
10. Information and Communications Technology (ICT) and Instructional Material Accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973, in accordance with California Government Code §7405.

### **Skills and Abilities:**

1. Customize solutions for technology needs in a complex technology environment.
2. Understand office administrative practices and tools including computers, websites and other applications related to the program.
3. Operate a variety of equipment and computer peripherals, including telephones, copiers, scanners, and printers.

4. Compile and interpret data; prepare correspondence and reports.
5. Establish and maintain cooperative and effective working relationships with staff, students and others.
6. Communicate clearly and concisely, both orally and in writing.
7. Provide training and work direction to others.
8. Work with attention to details and independently with minimum supervision.

**Education and Experience:**

1. Bachelor's degree with significant course work in computer science, instructional design, instructional technology, digital arts or related field.
2. Experience in courseware development, with emphasis on instructional design.
3. Experience in integrating third-party modules or applications with the core learning management system.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

**WORKING CONDITIONS**

**Environment:**

1. Typical office environment.

**Physical Demands:**

1. Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operation of office equipment required repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Date Approved: 9/8/2020

Salary Range: 122

EEO Category: 2B2 – Other Professionals