

DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, EDUCATIONAL TECHNOLOGY AND WEB SERVICES

BASIC FUNCTION

Under the direction of the Dean, Information Systems and Educational Technology, direct, plan and supervise the education technology functions of the District including web development, technology training and user support; develop and maintain the District web services; integrate various systems and software; perform project management; coordinate all reporting requirements; supervise educational technology functions; and train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

1. Direct, supervise and maintain the District web functions, including the set up and maintenance of the web server, coordination of all web content and web development. *E*
2. Direct, supervise and maintain the video conferencing functions; travel to off-site Centers in performing job related activities and functions. *E*
3. Develop and coordinate the technology training, including performing needs analysis, teaching/training in the Teaching and Learning Center, providing custom training for small groups and scheduling. Coordinate user support. *E*
4. Promote and facilitate the reception of satellite, cable broadcasts and Internet broadcasts for professional development, vendor demonstrations, and evaluation of instructional materials. *E*
5. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. *E*
6. Work with the integration of the various systems such as the primary administrative computing system, course management system, portals and various independent software modules. *E*
7. Assist faculty in the design and development of a variety of educational technology instructional materials, including computer-assisted instruction, instructional web sites, on-line and video conferencing coursework. *E*
8. Develop and maintain the district intranet and portal systems. *E*
9. Work with the various committees. Attend and conduct meetings. *E*
10. Communicate with other administrators, personnel and vendors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*
11. Coordinate projects including systems analysis, design, systems integration and documentation. *E*
12. Coordinate and meet all reporting requirements and deadlines including reports to the county, state, chancellor's office, external agencies and federal government. *E*
13. Develop bid specifications for hardware, software and educational technology related equipment. *E*
14. Develop plans and recommendations for the various projects to the CTO/Dean of IS & Ed Tech. *E*
15. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
16. Seek and participate in professional development activities. *E*
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: various software applications and languages, teaching methodologies, web design and implementation, skills in using various audio, video and computer hardware, database design, project management, development of educational technology instruction materials, technical aspects of field of specialty, variety of computer systems, current knowledge of trends in the industry, principles and practices of supervision and training and oral and written skills.

Ability to: Direct, plan and supervise the educational technology functions of the District including audio, video, satellite broadcast, video conferencing, on-line and distance education; train, supervise and evaluate assigned staff; research, analyze and recommend optimal solutions to the integration of the various systems; manage projects efficiently; perform

needs analysis for training and new software module development; develop and maintain the District web-site, Intranet and portal; train end users on various applications and software modules and use of appropriate educational technology and hardware; analyze situations accurately and develop a course of action; meet schedules and timelines; communicate effectively both orally and in writing to exchange information; operate a variety of equipment including educational technology, audio and computer hardware; maintain cooperative and effective working relationships with others; interpret, apply and explain rules, regulations, policies and procedures; maintain records and prepare reports; and work independently and confidentially with minimal supervision and direction; work under tight timelines; exercise tact and diplomacy in dealing with sensitive or confidential matters; travel to off-site Centers in performing job related activities and functions.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's degree in telecommunications, educational technology; computer science, information systems, business or related field and three (3) years responsible related work experience that demonstrates abilities to perform any of the following functions: technology training, web development, project management, and systems integration.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

DESIRABLE EDUCATION AND EXPERIENCE

Masters degree in a related field is preferred and one (1) year experience in an educational institution performing one or more of the above duties; Industry certifications.

WORKING CONDITIONS

Office/lab environment. Constant interruptions. Be available on call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

E: Essential functions of the job.

Approved 8/2005

Revised effective 7/05

Leadership IX

