

Los Medanos College  
2012-13 Classified Staffing Proposal Form

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LMC BUSINESS  
OFFICE

Department: IT&S/OCA/PDAC 301080

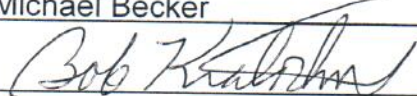
General Position Title: Technology Training and Development Coordinator

Priority: 2

(Provide department  
priority (i.e., 1, 2, 3 etc),  
if more than one  
proposal is submitted)

Classified Range 72, Step 1  
40 hrs., 12 months = FTE 1.0 = \$65,556

Submitter: Michael Becker

Manager (signature): 

In fall, 2007, the Shared Governance Council (SGC) disbanded the CSOD committee and authorized a Professional Development (PD) Task Force with the tasks of identifying PD needs on campus, to study effective practices of PD at other community colleges and to develop recommendations for a PD Program at LMC.

The shared governance Task Force, which has thirteen active participants, is chaired by Ruth Goodin from the Office of College Advancement. The Task Force has met regularly since April, 2008 and is expecting to present its full scope of recommendations to the SGC in spring, 2008, including the recommendation for a Teaching and Learning Center, which will be housed on the second floor of the library.

Based on the planning of this group, in anticipation of approval for the PD recommendations, the committee is submitting two Classified Staffing Allocation Requests at this time – one for a Professional Development Coordinator and one for a Technology Training and Development Coordinator. The organizational placement of Teaching Learning Center (PD) within the college, and related management of these new positions, is dependent upon the outcomes of the college's upcoming discussions regarding management reorganization.

This request is for the Technology Training and Development Coordinator. This new position on campus is in direct response to:

- PD Task Force's identification of the need of such a position based upon input from faculty, staff and managers,
- Needs as identified by the Distance Education Committee work with faculty teaching on-line classes,
- Recommendations of the WASC Accreditation Team during their exit interview, which stated: "implement a regular and routine, integrated professional development plan for training in software and instructional design".



Contra Costa Community College District  
Classification Specification

## TECHNOLOGY TRAINING AND DEVELOPMENT COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-exempt	Technical	Local 1	72	10/01/07	Classified	1 of 2

**DEFINITION:** Supports the implementation of the technology master plan and assists the department by supporting faculty with their technology training needs.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following:

- Supports faculty in the use of technology for traditional and online/hybrid courses.
- Provides extensive support for faculty who are developing online classes and/or modules using current software platforms (e.g. WebCT, Respondus, FrontPage, Home Page Wizard, PhotoShop Elements) by developing and offering a variety of staff development workshops, institutes and Flex activities and an annual Summer Technology Institute.
- Works one-on-one with faculty/staff through appointments and during drop-in times in coordination with the staff development office.
- Provides web-based support on the Instructional Technology website.
- Assists faculty in developing online/hybrid teaching skills, with respect to content and pedagogy.
- Works with computer and media services staff to provide support for faculty and to help set policy for faculty/staff technology use, develop infrastructure, accommodate faculty and staff requests, and meet with faculty who are starting new activities/ programs for the college.
- Provides mini-demonstrations of instructional technology applications and opportunities at department and division meetings and inspires faculty to use new technologies.
- Provides technology orientations for new faculty and staff.
- Promotes development of accessible instructional resources that meet ADA requirements.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Experience in the training and development of college level instructors; knowledge of online delivery methods; principles, techniques and methods of instruction; use of visual aids, learning processes; curriculum development, understanding of ADA requirements; effective oral and written communication in both traditional and online educational forums is essential; a solid background in managing and evaluating instructors as well as group facilitation; ability to work with diverse individuals; commitment to organizational goals.

**Ability To:** Develop, maintain and facilitate/deliver workshops on topics related to the technique and methods for quality online instruction; new topics are developed each semester, while previous topics remain available to all instructors; develop content for faculty workshops and work closely with Course and Web Development teams to implement in-services online; develop and maintain an online instructor's guide that serves as an instructor-friendly resource for online instruction; train and mentor new online faculty through orientation and their first quarter experience, and continuing support of existing faculty; train and mentor all online faculty regarding at-risk students, grading and evaluation practices, and student feedback and group facilitation; work closely with the course development teams to improve the online faculty orientation and in-services; plan, organize, direct faculty training throughout the year, in combination with the Staff Development staff and run the annual Summer Technology Institute; identify faculty-training requirements.

**Education/Training:** Equivalent to completion of a BA/BS degree from an accredited college. Ability to teach face-to-face and "online"; using a CMS like WebCT or Blackboard, knowledge of or willing to learn elements of serve software/Windows Streaming Server Software, html, Video editing software (Premiere or