



## Job Description

**Job Title: Distance Ed. Instructional App. Integration Spec. JTC: C16**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for the coordination and support of the integration of technology in Distance Education in areas of assessment and instruction.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires knowledge of the philosophy, policies and procedures of the DCCCD as well as selecting programs for Distance Education. Must demonstrate skills and experience in educational technology.

Advanced ability to use a variety of software applications. Ability to utilize computer technology to create instructional materials to access data, analyze findings, prepare and generate reports.

Able to work with coworkers and clients. Ability to work with flexibility on several tasks simultaneously and to meet various concurrent deadlines.

Able to maintain inventory of all hardware, software and electronic media. Ability to exhibit classroom management skills.

Demonstrate oral and written communication skills in order to effectively communicate with individuals from diverse backgrounds. Strong knowledge and experience in providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's Degree and three (3) years of experience. \*\*\* Will be subject to a criminal background check. May be subject to a fingerprint check. \*\*\*

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides technology leadership in the coordination and support of the integration of technology in Distance Education. Assists the Director in troubleshooting faculty and student issues regarding delivery of materials to the students and distance learning services.



Monitor and update logs of web-based equipment for inventory records. Develops and creates guides, manuals and other training documents needed to provide technical tutoring and support. Assists with SAC's and other reporting requirements related to Distance Education.

Collaborates with staff, reviewing and recommending a variety of distance learning services and or programs; and student marketing activities to insure adequate support for program delivery. Assess training needs for related staff and students and develops and delivers workshops and supporting documentation.

Responsible for creating, generating and maintaining statistical data and reports. Reviews the college distance learning schedule pages and provides recommendations. Responsible for testing and evaluation of new technologies, recommends purchases and develops strategic plans for future acquisitions.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*