



Job Description

Job Title: Instructional Applications Integration Coordinator JTC: CPZ

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

Provides technology leadership in the coordination and support of the integration of technology into the areas of assessment and instruction.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrates software and on-line applications to faculty and staff, provides on-line and on-site training modules and workshops, assists with groups of student users where necessary, and participates in evaluation processes.

Ability to utilize computer technology to create instructional materials to access data, analyze findings, prepare and generate reports and communicate with others in a diverse environment.

Demonstrate oral and written communication skills in order to effectively communicate with individuals from diverse backgrounds.

Able to support the staff in identifying and designing appropriate educational resources.

Ability to coordinate multiple tasks effectively. The ability to provide quality 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 30 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus four (4) years of experience educational technology. *** Will be subject to a criminal background check. May be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and develops training for delivery to faculty and staff on various computer-based applications utilizing on-line modules, written guides and/or workshops and participates as instructor.

Assesses training needs for related staff and students; develops and delivers workshops and supporting documentation. Assists in the testing and evaluation of new technologies, recommends purchase and develops strategic plans for future acquisitions.



Assists team leaders and other faculty in preparing student-training materials for instructional applications.

Coordinate in the evaluation of training materials. Assists with evaluating achievement of grant goals and objectives. May supervise and train assigned staff.

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.