Job Title: Instructional Technology Specialist

BCAT Code: 09OX18  Effective Date: April 1, 2007
Pay Grade: G19  FLSA Status: Exempt  Revision Date: July 1, 2013

Job Description
Provides instructional technology services to the customers of the Rehabilitation Leadership Program.

Job Duties/Responsibilities
- Develops, produces, edits, and publishes digital or non-digital instructional technology content for the Rehabilitation Leadership Program.
- Consults and advises staff and faculty on technology media usage.
- Researches and recommends new and emerging instructional technologies.
- Develops alternative instructional strategies and formats.
- Conducts program analysis, evaluations, and recommendations on instructional technology media and programs.
- Installs, maintains, and troubleshoots instructional technology media, software, or hardware, and provides technical support to end users of instructional technology.
- Creates and maintains instructional technology databases.
- Trains staff, students, and faculty on instructional technology media.
- Performs other advanced level instructional technology related duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of Windows and programming languages, such as C, C++, Visual Basic, Pearle, Java, CGI, relational databases (Oracle), LANs, etc.
- Knowledge of integrated educational systems and event driven programs.
- Knowledge of complex instructional technologies.
- Effective time management, customer service, analytical, and organizational skills.
- Ability to multi-task, train staff, and use independent judgment.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.