

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Instructional Technology Designer

DEPARTMENT: Instruction

REPORTS TO: Vice President of Instruction

SUPERVISES: n/a

FLSA: FACULTY _____ APT X _____ COACH _____

DOCUMENT STATUS: New/Date: 5/1/17 Revision # _____ Date:

TRAVEL: some travel for system meetings

SICK LEAVE: 10 hours per month ANNUAL LEAVE: 15 hours per month

COLLEGE-WIDE X CAMPUS: _____ RANGELY _____ CRAIG _____

GENERAL SUMMARY

The Instructional Technology Designer provides leadership and vision to assist faculty in creating and implementing effective learning strategies that incorporate technology and sound pedagogy into instructional classrooms and clinical settings. Efforts are based on best practices and the institution's established philosophy and approach, as well as applying data collection and analysis skills in instructional design projects.

PRIMARY DUTIES

1. Provides on-going operation and administration of LMS technology at the college for both face-to-face courses and virtual classrooms.
2. Researches and evaluates emerging instructional technologies and tools to make recommendations for all college courses.
3. Models effective design practices and implements technologies to support courses offered at the college.
4. Applies data collection and analysis skills in instructional design projects and student success initiatives.
5. Provides continuous training for faculty on instructional design processes such as conducting needs analyses, developing learning outcomes, specifying instructional strategies, designing instructional materials, and evaluating instruction.
6. Assists in the deployment of student course evaluations using the LMS and online resources.
7. Provides training to entire student population during orientation and at the beginning of each semester on how to utilize the technology at the college.
8. Works with Colorado Community College Learning Technology Council (LTC) to remain current on system specifications, updates and deployments.
9. Resolves issues submitted through the CNCC ticketing system that involves instructional technology.
10. Manages the Committee for Innovation in the Classroom (CIC) to evaluate and make recommendations to Cabinet during the budgeting process.
11. Complete other duties as assigned by supervisor.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

Education and Training:

Bachelor's Degree in Education, Instructional Technology Design or related degree from an accredited college or university.

Prior Related Experience:

At least two years' experience in instructional design or related duties. Teaching experience at the secondary or post-secondary level desirable.

Licensure/Certification:

Equipment Skills:

1. Ability to use various types of technology for analytics, business process, and communication.
2. Experience with creating strong passwords with an understanding of how to update passwords every three months.
3. Experience with advanced HTML, best practices in social media, and experience with updating websites using a web-based interface.
4. Expertise with Microsoft Excel (or equivalent) with the ability to use formulas, pivot tables, and charts to communicate goals of a department and to make recommendations for increased efficiency.
5. Expertise with Microsoft Outlook with the ability to create folders to organize content, initiate and invite collaborators to calendar events, and follow threads within an email conversation.
6. Expertise with Microsoft Word (or equivalent) to create mail merges, edit documents, and navigate through tables and formatting options.
7. Expertise with Microsoft Access (or equivalent) to build tables and queries, create reports and design forms.
8. Expertise in obtaining information using online research tools with an understanding of Boolean, wildcard, proximity, and exact operators.
9. Understanding of basic network diagnostics including printer connectivity, accessing college resources using VPN, and understanding basic network issues.
10. Be able to take screenshots of a potential IT issue, complete a helpdesk ticket, and describe an IT issue accurately in written form.
11. Proficiency with virtual communication tools including WebEx, GoToMeeting, Join.Me, Skype, and Google Drive.
12. Proficiency in Windows Operating Systems and using shared folders and network drives at a large organization.
13. Demonstrated ability to document technical resolutions and provide resource material for others to understand and use technical hardware and software.
14. Expertise in video editing and screen-capturing software to develop online training materials.

Other Qualifications:

1. Produces documentation and movie tutorials related to all areas of the LMS to support faculty, staff, students and workshop participants.
2. Troubleshoots and maintains lecture capture technology on both campuses.

PREFERRED QUALIFICATIONS

Education and Training:

Master's degree in Education, Instructional Technology Design or related degree from an accredited college or university.

Three years of professional instructional design or educational technology experience.

Three years of teaching experience at the post-secondary level.

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment, to human.resources@cnc.edu located at <https://www.cnc.edu/human-resources/employment-opportunities-2/>.

Colorado Northwestern Community College is an Equal Opportunity Employer

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing				X		
Walking				X		
Ability to be Mobile			X			
Crouching (bend at knees)		X				
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)		X				
Turn/Pivot			X			
Climbing		X				
Balancing		X				
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity					X	
Pushing/Pulling			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.	X					
Lifting/Carrying			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)		X				
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)		X				
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		X				
Other environmental requirements:		X				

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____