## HARRISBURG AREA COMMUNITY COLLEGE

### CLASSIFICATION DESCRIPTION

**CLASSIFICATION DESCRIPTION TITLE: INSTRUCTIONAL TECHNOLOGY COORDINATOR**

<table>
<thead>
<tr>
<th><strong>FLSA STATUS:</strong></th>
<th>Exempt</th>
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</table>

### CLASSIFICATION SUMMARY:
Responsible for overseeing and coordinating an instructional technology program. Incumbents are responsible for developing project plans; researching and analyzing technology and training needs; evaluating programs and services; reporting on program activities; developing internal/external partnerships; participating in budget development; monitoring expenditures; and supervising staff. In addition to program oversight, incumbents perform advanced technical work such as providing direction and training to students, faculty, and/or staff; troubleshooting; and maintaining hardware/software, servers, and/or related systems and equipment.

### TYPICAL CLASSIFICATION ESSENTIAL DUTIES:
*(These duties are a representative sample; position assignments may vary.)*

<table>
<thead>
<tr>
<th></th>
<th><strong>Illustrative only – not inclusive of every task assigned to a position.</strong></th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Oversees, analyzes, and provides training and support to staff and faculty in designing and creating online coursework and materials, media, and web pages.</td>
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<td>2.</td>
<td>Maintains web servers used by virtual campus and maintains hardware and software for college computer labs; monitors performance and back up procedures.</td>
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<td>3.</td>
<td>Designs and conducts training needs analysis; identifies technological needs, and provides training to staff in appropriate areas.</td>
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<td>4.</td>
<td>Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.</td>
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<td>5.</td>
<td>Researches and analyzes technology and training needs; evaluates and recommends hardware and software required and revises college’s Educational Technology Plan as needed.</td>
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<td>6.</td>
<td>Participates in budget development and monitors and approves expenditures; prepares a variety of reports to support activities.</td>
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<td>7.</td>
<td>Performs other duties as assigned.</td>
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### Training and Experience
(Positions in this class typically require):
Master's degree and four years experience teaching, instructional design, server administration, or a related field; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### Licensing Requirements
(Positions in this class typically require):
- None Required.

### Knowledge
(Position requirements at entry):
Knowledge of:
- Budget administration principles;
- Program management principles;
- Strategic planning principles;
- Supervisory principles;
- Web server configuration and operation principles;
- Computer hardware configuration and components;
- Testing procedures and policies;
- Various software applications.

### Skills
(Position requirements at entry):
Skill in:
- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Using a computer and applicable software applications;
- Analyzing and developing policies and procedures;
- Ensuring compliance with applicable federal, state, and local laws, rules, and regulations;
- Maintaining and operating various networks;
- Organizing work and performing multiple tasks;
- Maintaining records and preparing reports;
- Exercising judgment and discretion;
- Applying web design principles;
- Compiling data and information;
- Preparing and presenting training materials;
- Prioritizing assignments and organizing work tasks;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
**Classification Description Title:** INSTRUCTIONAL TECHNOLOGY COORDINATOR

<table>
<thead>
<tr>
<th>Physical Requirements:</th>
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<tr>
<td>Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.</td>
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<tr>
<td>Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.</td>
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**NOTE:**
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**
Created: 8/8/07

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Signature of Employee ___________________________________________  Date __________________________

Signature of Supervisor ___________________________________________  Date __________________________