ASSOCIATE DEAN OF INSTRUCTIONAL TECHNOLOGY

DEFINITION

Manages technology mediated academic programs and is responsible for assisting and coordinating the implementation of technology-based solutions in support of the college's instructional program. This position will work directly with faculty as a consultant to help integrate new technologies to improve learning outcomes across the curriculum.

SUPERVISION RECEIVED AND EXERCISED

Supervision provided by the Dean, Information Technology Services.

EXAMPLES OF DUTIES

Works closely with Instructional Services to manage technology-mediated academic programs.

Works with faculty, staff and administration to encourage the development and implementation of technology-mediated instruction.

Manages a team of instructional and information technology staff to investigate, develop, implement and support technological solutions to facilitate student learning.

Chairs the Technology-Mediated Instruction governance committee.

Acts as the liaison to the Intellecom Consortium and manage the telecourse program.

Develops and coordinates Glendale Community College's distance education program in cooperation with other colleges, universities and consortiums such as the California Virtual Campus project.

Provides leadership in the selection of instructional software and when needed development projects including applications development and hardware and software integration.

Assists the Staff Development Officer in coordinating all training for instructional technology.

Acts as a liaison with and advisor to instructional and student services staff in the implementation of support applications, which facilitate student learning.

Manages third party software/hardware interfaces, customization and contracts as needed.

Advises administrators, faculty, staff, and students on technology selection and procurement as needed.

Manages department budget.

Works effectively with other departments including Instruction, College Services, Administrative Services and Information Technology.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Academic applications and service strategies in education, including classroom, distance, on-line instruction, and other alternative methods of delivery.

Ability to:

Lead and create a vision for the use of technology in education.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Education:
Master's degree in instructional technology, information systems, computer science, or related field.

Experience:
Combination of five years of experience in an academic environment, consisting of experience as a faculty member and/or administrator/manager, and technology implementation in an educational environment.

Desirable:

Experience in using and/or developing instructional technology.