

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Faculty Resource Center Development Specialist, Senior

BASIC FUNCTION:

Under the direction of an assigned administrator, provide training, technical support and development consultation services for individual faculty and assist faculty in utilizing computer technology in the preparation and development of instructional materials. Provide support to faculty related to the submission of SLO data and course improvement plans; work as a team member with other college personnel to improve SLO data collection, processes, and systems.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide instructional and technological advice to faculty concerning website features and specifications. Produce, update, and maintain FRC websites. Test and debug FRC maintained web sites; comply with ADA requirements.

Provide faculty with training in computer operations, software applications and techniques, practices and procedures related to website development and related instructional materials according to established FRC standards.

Communicate with users and appropriate staff to develop a thorough and rigorous testing of software and database performance before new applications are released into production.

Provide support to faculty related to the submission of SLO data and course improvement plans; work as a team member with other college personnel to improve SLO data collection, processes, and systems.

Work with faculty to assist and train them in the development and production of technology mediated classroom and supplemental web-based instructional materials, course web sites, and pages. Compose, review and edit website scripts and copy. Interact effectively with district faculty and staff to determine their requirements, needs and desired outcomes. Produce or find and integrate links, surveys and scripts.

Contribute to FRC departmental projects and applications. Develop and/or update FRC tutorials and online resources. Develop instructional web page templates. Prepare training documentation for FRC workshops and projects. Determine proper visual layout for web sites and pages to enhance effectiveness and meet FRC instructional support strategies, goals and objectives. Utilize instructional design principles and best practices when developing instructional resources and materials.

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Create demonstrations of instructional applications of technologies. Plan, coordinate and conduct special topics workshops in the use of instructional technology for faculty, staff or conferences. Arrange and schedule new technologies demonstrations and workshops by vendors.

Serve as project leader on assigned projects. Attend meetings and training as required. Report on project status and progress as required. Prepare and maintain various records and reports related to assigned activities.

Maintain current knowledge of technology related to web site development as well as hardware and software advances.

Assist with configuration and maintenance of FRC computers.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, best practices and procedures of website design and implementation.

Computer graphics, page layout, image scanning, audio and video applications, HTML, scripting, programming languages and software used in web page development. Website and database programming languages, utilities and applications used by the College. Principles and techniques of computer programming. Developing and constructing educational web sites.

Principles of conducting individual and small group training sessions. Experience in and knowledge of training methods for faculty and instructional support staff in institutions of higher education.

Multiple operating systems, a variety of software applications, internet protocols, applications, and multimedia development tools (HTML, Dream Weaver, Flash, etc.) including audio and video streaming.

Manual instructions, sufficient to enable quick and accurate diagnosis of difficulties.

Oral and written communication skills. Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Record-keeping and report preparation techniques.

Public speaking techniques.

ABILITY TO:

Establish and maintain cooperative and effective working relationships with others. Deal with people in a professional manner. Use tact, patience and courtesy in all interactions.

Work collaboratively within an academic community. Communicate effectively both orally and in writing. Demonstrate strong interpersonal skills.

Function effectively within a team environment and self-managed work groups.

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Design, develop, update and maintain FRC web sites, pages and related web-based materials and applications.

Determine proper artistic and visual layout for web sites and pages to enhance effectiveness and meet FRC instructional support strategies, goals and objectives.

Design and assure functionality of links, online forms, surveys and scripts.

Apply principles and techniques of computer programming to solve specific problems or meet requests.

Meet schedules and follow time lines.

Operate and utilize PC computers with various application software, languages and utilities used in web design.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: associate's degree with course work in computer science, website design, computer programming or related field and two years increasingly responsible paid experience in the development and programming of web sites, software training and support functions.

Working knowledge of the web as an instructional tool, and familiarity with basic instructional and informational technology including: Course Management Systems (e.g., Web CT , Blackboard), web editing and development tools, MS Office products, MS Access, familiarity with MS Windows and Macintosh operating system environment, and web browsers.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment, including a computer keyboard.

Seeing to view computer monitor and read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

May require prolonged viewing of computer monitor.