**Associate Director, Instructional Technology Services Standard Job Description**

**Classification Title:** Associate Director, Instructional Technology Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Associate Director of Instructional Technology Services, under general direction, coordinates and implements classroom technologies on campus. Works to ensure that information systems and services are in compliance with Texas A&M University System (TAMUS) rules and standard administrative procedures, as well as policies and regulations, PCI security standards, and/or other applicable standards.

**Essential Duties and Responsibilities:**

**40% Oversight of Audio/Visual and Instructional Technologies**

* Oversees the planning, coordination, and effective utilization of audio/visual, media, and instructional technologies for activities, functions, and events on campus.
* Supervises the work and work schedules of media services staff.
* Ensures effective campus-wide support of audio/visual, media, and instructional technologies and student computer labs is provided.
* Directs and assists employees who educate faculty and staff in the use of audio/visual, media, and instructional technologies.
* Oversees and manages computer labs and audio/visual equipment, maintaining accurate inventory control and performing quality control inspections.
* Provides monthly reports on operational, efficiency, and compliance metrics for assigned area of responsibility.

**20% Management of Learning Management System and Course Design**

* Directs Instructional Design in the day-to-day operations of the unit responsible for instructional design and support services to ensure all instructional technologies related to successful delivery of the curriculum are functioning across both campuses.
* Reviews and implements curriculum delivery platforms.
* Advises on integrating effective instructional technologies that address individual teaching needs.
* Ensures courses comply with universal accessibility standards.
* Assists in developing and managing curriculum delivery matters such as test item banks and student electronic portfolios.

**10% Faculty and Student Support**

* Provides support to faculty and students in the use of instructional technologies.
* Conducts development workshops and one-on-one instructions on various instructional technologies to faculty, staff, and students.
* Creates a positive learning environment for students and faculty by building and maintaining close working relationships with faculty, students, and staff.

**10% Travel and Consultation**

* Travels to branch campus and other clinical sites to consult with faculty.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in Media or Audio/Visual-related field, or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience in media or audio/visual-related work.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of professional audio/video equipment and instructional technology equipment.
* Strong verbal and written communication skills. Ability to communicate clearly and effectively to ensure understanding.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements
* Work beyond normal office hours and/or work on weekends.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**