Job Title: Instructional Technologist
Reports to: Director, ARC
FLSA Status: Exempt
Level: 118
Position Class: C9962

Job Summary:
The major function of this position is to provide instruction in a closed laboratory setting. Supervises instructional laboratory of developmental and Spanish courses under the supervision of the Department Chair. Develops and coordinates curriculum, organizes and maintains equipment and materials, instructs students, consults with faculty and carries out the State mandated components of the developmental courses under the directives of the Department Chair.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of workforce, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. May supervise lab assistants, temporary instructional assistants and/or student assistants or other staff as required.
2. Instructs students enrolled in college preparatory laboratory courses.
3. Plans curriculum, develops syllabi, and administers lessons. Orders and provides texts and materials for laboratory classes each semester. Selects and orders texts for the College prep writing and reading curriculum.
4. Creates, administers and grades tests. Provides grades to appropriate faculty within College required time frames.
5. Serves as a resource person to tutor and remediate students in the skills required for the discipline.
6. Provides lab orientation and technology training to adjunct faculty and students.
7. Collaborates with the Department to perform other instructional tasks as assigned by Director or Department Chair.

8. Maintains educational equipment, assuring readiness for daily use. Arranges for repairs as necessary. Coordinates and instructs students in proper use of equipment.

9. Maintains laboratory facilities in good working order by keeping equipment clean and reports equipment failures to Director or Lab Manager.

10. Maintains inventory of instructional materials, updates records, and replenishes as needed.

11. Assists with scheduling and other record keeping requirements as assigned. Maintains accurate records of student attendance.


13. Performs system administrator responsibilities for the Compass server. Serves as the administrator for other educational software programs used in lab instruction.

14. Assists with opening and closing facilities as needed.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelors’ Degree from four year college or university and five years’ experience. Previous experience tutoring and/or teaching college students is required.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to add, subtract, multiply, and divide using whole numbers, common fractions, and decimals. Ability to perform calculations on standard measures of American currency and weight, volume, and distance.

  In math and science labs, the following is required:

  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.
Reasoning Ability:
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.

Computer Skills:
Intermediate knowledge of word processing, spreadsheets, internet, and e-mail software. Additional knowledge of discipline specific software. Must be proficient in current College e-mail, database, and other College required software. Must remain current with technology changes.

Certificates and Licenses:
None required.

Responsibility for People and Property:
Responsible for routine maintenance of lab equipment. Performs work as “lead” employee for laboratory staff & students.

Responsibility for Communication:
- Internal Contacts:
  Routine contact with students, faculty and instructional administrative staff; frequent contact with other SCF administrative and support departments.

- External Contacts:
  Frequent contact with vendors; occasional contact with prospective students, general public and professionals appropriate for discipline.

Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

General Performance Standards and Expectations:
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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