

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: Manager – Instructional Technology and Online Learning**

#### **BASIC FUNCTION:**

Under the direction of the Director III-Technology Programs and Instructional Support, organizes and directs the activities and operations of Instructional Technology Services; collaborates with District, County, State and stakeholder communities; represents regional online learning and instructional technology interests; trains and evaluates the performance of assigned personnel including academic technologists.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organizes and directs the activities and operations of Instructional Technology Services; participates in the development and implementation of departmental policies and procedures.

Collaborates with District, County, State and stakeholder communities.

Plans, develops and delivers training programs on site or remotely; establishes policies and procedures to assure effective training programs for customers.

Trains and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; supervises assigned staff.

Provides technical information and assistance to the Director regarding assigned functions; compiles information and makes recommendations regarding contracts, purchasing, communications, hiring and related matters.

Prepares and maintains a variety of reports, records and files related to personnel and assigned activities.

Communicates with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office and media equipment as assigned.

Manages assigned grants and budgets; coordinates regional consortium through managing budget.

Represents regional online learning interests.

Attends a variety of meetings as assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Online and blended learning research base.  
Digital learning resources.  
Grant and budget preparation and management.  
Instructional technology applications, software and training techniques.  
Oral and written communication skills.  
Principles and practices of supervision and training.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Organize and direct the activities and operations of Instructional Technology Services.  
Collaborate with District, County, State and stakeholder communities.  
Represent regional online learning interests.  
Train and evaluate the performance of assigned staff.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned office equipment.  
Analyze situations accurately and adopt an effective course of action.  
Develop and meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Prepare records and reports related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in computer science or related field and four (4) years increasingly responsible experience in related technology programs and instructional technology program support.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment  
Driving a vehicle to conduct work

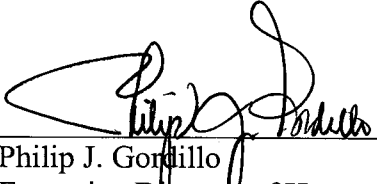
**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Sitting for extended periods of time

Approved:  9/13/11  
Philip J. Gordillo Date  
Executive Director of Human Resources

Approved: 7/01/11

Revised: 9/01/11 (Changed from Supervisor to Manager)

Revised: 9/13/11 (Changed from supervises academic technologists to supervises assigned staff)