SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR-FACULTY RESOURCE CENTER
CLASSIFICATION: CLASSIFIED MANAGEMENT
SALARY SCHEDULE: 30   **SALARY RANGE: 149**

BASIC FUNCTION:

Under the direction of a Dean, plan, coordinate and manage the activities of the Faculty Resource Center (FRC); assist in training faculty and staff in the use of computer technology; coordinate FRC staff in production of instructional projects and collaborate with college faculty and staff in the development and implementation of Technology-Mediated Instructional (TMI) projects and faculty training workshops and programs related to instructional technology; supervise and evaluate the performance of assigned personnel.

 REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provide direction and guidance for faculty training in enterprise-adopted technical tools.

Prepare, maintain and analyze records related to the utilization of the FRC; construct and maintain the FRC website.

Evaluate and make recommendations regarding instructional methodologies/learning theories and new hardware/software appropriate to instruction; serve as instructional designer in the design and review of instructional projects; provide guidance to faculty as needed; provide on-line course evaluations as requested.

Establish a library of instructional software and tools appropriate to faculty needs; consult with the Instructional Technology Committee regarding technology support needs; assist in developing instructional materials for use in the classroom; implement technology applications in instructional subject areas.

Supervise and evaluate the performance of FRC classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Participate in the design, development and implementation of faculty training activities related to instructional technology; advise and provide guidance to administrators and faculty concerning instructional technology projects and use of technology to enhance instructional programs.

Develop and prepare the annual preliminary budget for the Faculty Resource Center; assist in the

development of budgets for instructional technology projects that require FRC staff support; control and authorize expenditures in accordance with established limitations.

Direct and participate in the design, review, development and implementation of instructional projects including online instruction related to the FRC including supporting faculty in instructional design.

Maintain current knowledge of equipment, software and other technology and products related to instructional technology projects.

Operate a variety of office equipment including a computer and assigned software.

Serve as a resource and content advisor to faculty using technology in the delivery of instruction; serve as college liaison with community organizations regarding FRC activities.

Serve as the campus liaison to the California Virtual Campus - Online Education Initiative (CVC-OEI), including developing and preparing continued implementation efforts, maintaining compliance with CVC-OEI master agreement, and reporting.

Participate in the design, development and implementation of initiatives and projects related to online instruction, and support faculty in instructional design.

Supervise and direct FRC support, and lead faculty training efforts, in areas related to Student Learning Outcomes (SLOs) and Program Review efforts, provide technical platform support to SLO and Program Review initiatives.

Provide resource information to the Committee for Online Instruction and the Instructional Technology Committee.

OTHER DUTIES
Perform related duties as assigned.

 KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, coordinating and directing instructional support operations and activities to serve instructional needs and objectives.
Computer and other technology systems and equipment used in college instruction.
Instructional technology hardware, software, and media including capacity and performance analysis. Instructional techniques and strategies related to instructional technology projects.
Principles, practices and procedures involved in the development and implementation of instructional technology projects and staff development activities.
Computer and other technology systems and equipment used in college instruction.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Applicable State and federal laws, codes, regulations, policies and procedures applicable to

distribution of intellectual content.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, control and direct FRC operations and activities including assisting faculty with the design, development and implementation of course offerings and educational strategies.
Collaborate with the college personnel in the development and implementation of TMI and other instructional technology projects.
Supervise and evaluate the performance of assigned personnel.
Develop, implement and conduct training and staff development activities related to instructional technology.
Monitor, analyze and modify services, policies and procedures to enhance the educational effectiveness and operational efficiency of the FRC.
Prepare and deliver oral presentations.
Communicate effectively both orally and in
writing.
Apply and explain laws, codes, regulations, policies and procedures as they apply to the distribution of intellectual content.
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.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Plan, coordinate and participate in committees, meetings, seminars and training.
Direct and participate in the assessment of instructional user needs.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years increasingly responsible experience, that includes one year in a supervisory capacity working with on-line or similar instructional programs including work equity-minded instructional design with instructional technology development and course design.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

Board Review: September 2020
Board Approved: July 2013