

San Joaquin Valley College
Job Description

Job Title: Technology Coach
Department: Academic Affairs
Reports To: Academic Dean
Classification: Full-time, Non-Exempt

Summary: Support and assist faculty in the use of technology to enhance the teaching and learning process. Serve as a resource to teach faculty to use technology in the classroom.

Essential Duties and Responsibilities:

- Serve as a leader to increase the use of technology by supporting the teaching and learning process
- Support and assist faculty with a variety of technical applications. To include but not limited to:
 - eCourses (gradebook, course content, assessments, communication methods)
 - Academic Info
 - MyMathLab and MyWritingLab
 - eBooks
 - Publisher Resources
 - MS Office
 - Adobe Connect
 - Learn Smart
 - ActivSim
- Conducts campus trainings on the use of technical applications to support teaching and learning
- Contributes to outcome discussions at the campus, program and institution levels
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities
- Performs other duties as assigned

Supervisory Responsibilities: This job has no supervisory responsibilities.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data to enhance teaching materials; uses intuition and experience to complement data.

Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify teaching methods; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional situations; responds promptly to others' needs; solicits feedback to improve service; responds to requests for assistance; meets commitments made to others.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Effectively teaches and communicates with others from diverse backgrounds; speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates excellent presentation skills; participates in meetings.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill their educational vision; provides vision and inspiration to co-workers.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment; builds a diverse workforce.

Ethics – Treats faculty, employees, and the general public with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follow policies and procedures; completes administrative tasks correctly and on time; supports organization's goals; benefits organization through outside activities; supports affirmative action.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in the decision-making process.

Motivation – Encourages others to set and achieve challenging goals; demonstrates to others persistence and ways to overcome obstacles; measures self against standard of excellence and encourages others to do so as well; encourages others to take calculated risks to accomplish goals.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work on time; ensures class (es) start on time; ensures classes are covered when absent; arrives to meetings and appointments on time.

Dependability – Follow instructions, responds to management direction; commits to long hours of work when necessary to cover duties.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 and/or Experience

A minimum of an Associate degree; one year teaching experience; strong technical applications experience and interest to support teaching and learning process.

Language Skills

Ability to read, analyze, and interpret materials related to area of expertise; ability to respond to common inquiries or complaints from employees and members of the business community; ability to effectively present information to employees, and the business community.

Computer Skills

To perform this job successfully, an individual should have knowledge of eCourses, Academic Info, MyMathLab and MyWritingLab, publisher resources, Microsoft Office Word, Excel, Access, Outlook and all software programs related to courses taught.

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 stand; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak. The employee is frequently required to walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

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.

In some and/or all vocational classrooms, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.