



Job Description

JOB TITLE: Learning Resources Center (LRC) Coordinator

LAST REVISED: OCTOBER 1997

DEFINITION

Under administrative direction of an educational administrator, to closely interact with other faculty members to plan and support efforts to bring instruction to students at a distance from the classroom, to create and support environments such as a television studio, video production equipment, and rooms with digital and other equipment to translate text, graphics, sound, and motion video into an electronically deliverable format, and to help faculty members learn how to use new media to enhance and improve their courses, and to do related work, as required.

JOB CHARACTERISTICS

Incumbent may supervise and evaluate work performed by classified staff members and/or student and/or other temporary help, as assigned.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Delivery - ESSENTIAL: Keep abreast of and learn how to use new instructional program delivery hardware and software; interact closely with other faculty members to learn of their interests, successes and difficulties using new technologies; facilitate regular meetings of faculty members participating in the Distance Learning Program in order to share information on new developments in the field of distance delivery of instructional programs; interact with other District staff members to ensure that distance learning class offerings meet curricular requirements of both the District and the Chancellor's Office of the California Community Colleges (COCCC).

Faculty Support - ESSENTIAL: Encourage faculty to learn and apply new technologies; share and publish faculty successes and achievements in the field of distance delivery of instructional programs; support individual faculty members in their efforts to master new technologies, as feasible and appropriate; support faculty by providing and maintaining access to instructional technologies; identify and purchase new hardware and software to support District instructional programs; provide budgeting and procedural support for maintaining hardware and software to support District instructional programs; respond quickly to correct hardware or software malfunctions.

Staff Training Activities - ESSENTIAL: Regularly offer "flex" faculty training program activities and awareness programs to interest and inform faculty of new products, technologies, etc.; assist in the development of electronically-delivered training modules pertinent to new instructional delivery methodologies; offer daily "hands-on" support to individual faculty members utilizing new technologies; attend state and national conferences to learn about new instructional delivery methods; coordinate satellite downlink scheduling and inform faculty and other staff members of upcoming tele-conferences.

Budgeting - ESSENTIAL: Maintain direct budget oversight of all District distance learning and instructional technology activities; prepare annual budget(s) to provide effective support for District distance learning and instructional technology programs; monitor the timely and prudent expenditure of District distance learning and instructional technology program budget(s). **PERIPHERAL:** Attempt to identify new funding sources to support District distance learning and instructional technology programs, such as grants and/or contracting of services with the public and/or other educational entities.

Promotion - ESSENTIAL: Monitor and facilitate the public access component of the District's Public, Education, and Government Television (PEG-TV) channel(s); assist with negotiation and maintenance of all District contracts with cable television companies, as appropriate; attend District and/or community meetings to explain, promote,



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and answer questions regarding District distance learning, educational technology programs, and television production/broadcasting activities.

Liaison - ESSENTIAL: Closely interact with instructional deans to ensure instructional integrity of individual academic disciplines, meeting with them regularly to listen and troubleshoot problems; inform instructional deans of new instructional technology opportunities for their divisional faculty members; assist instructional deans by monitoring changes in state policies and/or regulations which affect their respective divisional instructional offerings; serve as a member of the Curriculum Committee; serve on other faculty committees as appointed by the Faculty Senate, such as the Technology Committee, the Library Committee, and the College Council.

MINIMUM QUALIFICATIONS

Licenses/Certifications:

ESSENTIAL: Incumbent must possess or be able to possess prior to appointment in this position and maintain a valid California Class C or higher driver's license, in order to accomplish official travel within or outside the District in District or privately owned vehicles.

Degrees/Experience:

ESSENTIAL: Incumbent must possess a Master's Degree or higher degree in Instructional Design/Technology OR the equivalent from an accredited post-secondary educational institution (Instructional Design/Technology minimum qualification from Minimum qualification/Degrees/Experience Listing promulgated by the California Statewide Academic Faculty Senate.)

Knowledge of:

ESSENTIAL: Television broadcasting, production and editing equipment and techniques; instructional technology hardware and software components; history, trends, and likely future developments in the field of electronic instructional methodologies and distance learning. **PERIPHERAL:** Administration of PEG-TV channel(s).

Ability to:

ESSENTIAL: Understand, utilize and apply television broadcasting, production and editing equipment and techniques; understand, apply, and effectively deploy instructional technology hardware and software components to support distance learning and other District instructional programs; work cooperatively and effectively with other District instructional and special services faculty members, managers, and classified support staff members. **PERIPHERAL:** Administer PEG-TV channel(s).

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to work indoors in a library/office environment engaged in work of primarily a sedentary nature and to perform the following, with or without reasonable accommodation: Almost constantly: Utilize vision (near) to read computer screens, printed materials, and to operate equipment; walk to move about the LRC facility, including movement in close spaces in book stacks. Frequently: Utilize hearing for ordinary conversation, telephone calls, and to respond to LRC user questions; reach overhead and low to operate equipment and place and remove books from stacks; lift (from overhead, waist and floor levels, max. 25 lbs.) and carry (max. 25 lbs.) to pick up books and other materials; utilize manual and finger dexterity to operate computers and other equipment; sit, to accomplish desk work. Occasionally: Push, pull, stoop, squat and bend to move materials and to operate equipment; climb stairs to reach book stack areas.

Faculty Salary Schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.