**POSITION ANNOUNCEMENT**

**POSITION: Adult Education - Instructional Technology Coordinator**

**POSITION DESCRIPTION:** Under the direction of the Associate Director of Adult Education, the Adult Education Instructional Technology Coordinator will be responsible for the development and support of distance education classes and instructional technology support for Adult Education department. The position is responsible for the planning, coordination, and growth of instruction in an online environment in the Adult Education program at Chattahoochee Technical College. Supports adult education students, faculty, and staff in the use of instructional technology by providing professional development and ongoing technical assistance. Manages classes, usernames, and passwords for all online programs. This position has the potential to be located at one of the following campuses: Appalachian, Canton, Paulding or Marietta.

**MAJOR DUTIES:**

**DESIGN & DEVELOPMENT**

* Collaborates with instructors and other instructional staff to develop College and Career Readiness Standards curriculum materials and multidisciplinary lesson plans that integrate technology to help students develop and enhance 21st century skills.
* Integrates supplemental online program links into Blackboard Ultra courses where possible.
* Works with Subject Matter Experts (SME) to design and develop Blackboard content for Adult Education (AE) classes.

**TECHNICAL & TRAINING SUPPORT**

* Assists in maintaining all courses, instructors, and students within the LMS.
* Ensures that students are correctly associated with their classes to maintain accurate attendance information.
* Creates and maintains an AE Blackboard Help Desk: trouble-shoots and responds to all requests for technical assistance, coordinating between the college, Office of Adult Education (OAE), and Georgia Virtual Technical College (GVTC) when required.
* Provides training for instructors in the use and support of distance learning applications and software.
* Provides workshops or Blackboard Collaborate Ultra webinars to faculty members on advanced features of the LMS, such as reports and adaptive release.
* Provides training and orientation to students and staff on the LMS.

**COMMUNICATION**

* Communicates with all faculty and staff at class sites within the Chatt Tech Adult Education Department regarding important information related to Distance Education.
* Prepares and distributes information for instructors and students on distance learning resources, and clearly distinguishes those through which students may earn contact hours and those which do not allow contact hours to be earned.
* Assesses and coordinates with Chatt Tech Technology Advancement and Support (TAS), OAE, GVTC, and any third-party provider to resolve technical issues.
* Coordinates with Chatt Tech Academic Distance Learning team as needed and serves on any relevant college committees.
* Serves as the first line of contact for all Adult Education distance/technology related items.

**ADMINISTRATIVE SUPPORT**

* Assists in creating and maintaining websites and databases that support the distance education program in Adult Education.
* Develops and maintains standardized procedures for daily operations and serves as the primary consultant on the use of instructional and educational technologies.
* Assists in managing and updating LMS and supplemental online learning programs each quarter.
* Provides tools or reports to faculty members, administrators, or OAE staff as needed indicating students’ online performance and on-task hours logged.
* Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others.
* Consistently delivers required business results; sets and achieves realistic yet aggressive goals; consistently complies with quality standards and meets deadlines; maintains focus on Office of Adult Education and department goals.

**MINIMUM QUALIFICATIONS:**

* **Bachelor’s Degree from an accredited post-secondary institution and experience sufficient to understand thoroughly the diverse objectives and functions of the distance education component of the department and OAE distance education requirements, including management of data. Previous experience with Blackboard is preferred.**
* **Experience sufficient to understand the work of adult education instructors and program aides and the ability to answer questions and assist to resolve problems related to intake applications, class placement, orientation, and transition services.**
* **Proficiency in MS Office (Word, Excel, Power Point).**
* **Possession of or ability to obtain a valid driver’s license issued by the state of Georgia for the type of vehicle operated.**
* **Ability to regularly drive to learning centers in Dallas, Marietta, Mountain View, Acworth, Cartersville, Canton, Jasper, and Ellijay.**

**PREFERRED QUALIFICATIONS:**

* **Online teaching or online course management experience at a post-secondary level, aptitude for using and learning educational software applications, proficiency with data tracking, ability to plan for long-term goals and maintain accurate records. Must be self-directed with highly effective written and verbal communication skills.**

**SALARY/BENEFITS:** $51,373.38 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** This position is authorized to telework two Fridays per month with supervisor’s approval.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: November 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***