



## Job Description

**Job Title: District Director, Educational Technology**

**JTC: AJH**

**Salary Range: E08**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Responsible for enterprise wide instructional Support, Courseware & Content Production for instruction and workforce development, Video Productions, marketing support at LCET on behalf of the DCCCD, including media operations, customer support, database, security and cloud server media operations, software design, Instructional Technical Systems and software rollouts.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of and experience in the Learning Environment Design and Development, utilizing technology in support of student learning. Demonstrated professional experience with educational technology management, learning management systems administration and survey instruments. Proven experience with local and wide-area network design, support, and problem determination and resolution.

Understanding of higher education environments and its changing needs. Ability to organize; prioritize and work efficiently under pressure and subject to changing priorities; proven experience managing multiple projects, meeting deadlines, using judgment and initiative in problem resolution.

Collaborate with others in the organization to ensure the timely completion of tasks. Strategic and critical thinker with strong organizational skills with attention to detail; innovative and proactive decision-making skills. Experience planning and coordinating technology services in an educational setting. Responsible for supporting best practices, which involves scouting and standardizing market research methods for novel ideas and insights.

Oversee management & oversight of project prioritization & execution ensuring that major programs and projects, of high impact to the DCCCD, are delivered on time, on budget and exceed expectations. Define and setup standard operating procedures including how final product deployment and standards for change management practices at an enterprise level.

Ability to interpret technical information and communicate to users with varying levels of technology literacy. Ability to communicate effectively both verbally and in writing with a wide variety of individuals from varying backgrounds. Strong knowledge and experience providing effective customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's degree or higher plus four years of related experience including supervision in a complex information technology environment. Requires a valid driver's license to enable travel within the college and service locations. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for business continuity and disaster recovery set-up of systems used in the development and in support of instructional needs at the DCCCD and LCET. In addition to core management responsibilities, this position has a high sense of urgency, customer focus and accountable. Supervises and coordinates with and oversees the budget for the activities and initiatives of Leadership, project manager, staff and faculty.

Provides district-wide direction for strategic planning for educational technology. Provide strategic planning and direction for the centralized DCCCD technology used in distance education. Designs, implements, and manages complex large-scale network in support of District mission.

Manage departments responsible for technical design and support of district-wide enterprise systems used for distance educational purposes, including Learning Systems, video streaming, content distribution systems and others. Coordinates and directs district-wide information technology strategic solutions, especially as they relate to distance learning and integration of data, voice and video systems used district-wide and at the LeCroy Center. Responsible for all the LCET location computer support.

Responsible for technology evaluation and related strategic planning. Provides leadership and coordination in developing and implementing strategies and plans for district-wide technologies used in distance education including integration of voice, data, and video communications. Provides integration of large-scale computing environments.

Responsible for selection, training, supervision and evaluation of staff. Responsible for support services on enterprise educational system, including Blackboard, video systems, e-mail, virus protection, system data backups, network and Internet security.

Prepares highly technical RFP specifications for District projects; recommends technical and strategic basis for award of bid. Provides backup support in all areas of subordinate staff responsibilities. Leads special projects as assigned by first and second level supervisors.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position.*



*Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*