

**Assistant Director, Academic Technology  
and Professional Development  
Porterville College  
Kern Community College District  
JOB DESCRIPTION**

**Definition**

Under the direction of the Dean of Academic Technology, the Assistant Director, Academic Technology and Professional Development is responsible for leading the high-level planning and development of Academic Technology Services, Distance Education, and Professional Development. The Assistant Director will manage the daily operations of the AT Department, coordinate FLEX Workshops, and oversee the management and execution of the Renegade Online Student Hub. This is a supervisory position, with management responsibility for classified staff and the Program Manager of Academic Technology.

**Examples of Duties**

1. Play a lead role in the selection of instructional and academic software platforms and packages, lead implementation efforts, and direct the development of training and support programs for those platforms.
2. Lead the development and delivery of a comprehensive training schedule for college faculty, management and classified staff, including new employee orientation programs and FLEX week, as well as Adjunct Faculty Orientations.
3. Administer the full spectrum of strategic and day-to-day operations of the Academic Technology and the Professional Development Departments, including a lead role in strategic planning, departmental budgets, and program reviews.
4. Direct and coordinate the resources of the Academic Technology and Professional Development Departments to meet the evolving needs of the college and to accomplish the departmental and campus-wide strategic initiatives.
5. Lead the development, submission, and completion of all Academic Technology grant initiatives, including grant administration, budget development, and proposal development, and serve as Principal Investigator when needed.

6. Lead the strategic growth and enrollment management work related to all distance education modalities.
7. Serve as the college liaison to all state and national distance education initiatives and collaborations, ensuring full participation from, as well as maximum benefit to the college.
8. Lead the development of policy and procedures related to Academic Technology and Distance Education.
9. Initiate and develop strategic collaborative projects with outside entities, including colleges, universities, nonprofit entities, and business organizations, using the platform of academic technology, distance education and professional development, which strengthen and enhance the work of the college.
10. Provide high-level project management for a broad spectrum of Academic Technology projects.
11. Perform other related duties as assigned.

## **Minimum Qualifications**

- Master's degree from an accredited college/university in a relevant academic field.
- Two years of experience in the leading or support of Educational Technology and/or Distance Education.
- Experience in coordinating and managing relevant grant funding to implement educational technology programs.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## **Knowledge and Abilities**

### Knowledge of:

- Grant management, project management, and structured design techniques
- Computer hardware and software applicable to an educational environment; and of peripheral hardware commonly used in academic computing
- Effective practices in distance education and academic support services

- Federal and state laws related to the development and implementation of student success technologies at the community college level
- Leadership and management principles and techniques
- Accounting, budgeting, and fiscal reporting
- Effective written and oral communication techniques

Ability to:

- Supervise others
- Coordinate and facilitate complex technological undertakings
- Establish and maintain effective working relationship with others
- Plan, develop, and manage a department operational budget
- Plan, organize, and manage complex purchase processes, including negotiations with vendors for hardware and software acquisitions
- Perform short-and-long-range planning to effectively manage personnel and materials processes of the College information technology department.
- Interpret laws, rules, and regulations affecting community college fiscal, attendance, and personnel accounting
- Compile clear, accurate statistical reports
- Logically and realistically evaluate systems and procedures
- Evaluate and assign staff for efficient operation of the department

**Working Conditions**

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1                      Often—51-75 percent = 3  
 Occasional—25-50 percent = 2                      Very Frequent—76 percent and above = 4

4	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.

3	Ability to communicate so others will be able to clearly understand a normal conversation.
1	Ability to lift 10 pounds.
1	Ability to carry 10 pounds.
4	Ability to operate office equipment.

### **Status/Rationale**

This is a classified administrator position.

### **Signatures/Approval**

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)