Director, Classroom Technologies

Job Code 50011476

General Description
The primary purpose of this position is to manage the major operational aspects of Classroom Technologies.

Examples of Duties
Direct operations and manage personnel related to classroom and ITV maintenance, operations, renovation and central media deployment.
Administer budget for classroom technology. Develop and track budget while acquiring and maintaining classroom and ITV multimedia equipment.
Train staff and students. Maintain adequate staffing.
Consult with faculty concerning strategies and solutions related to media integration in a classroom setting. Recommend new equipment and software purchases for other departments. Work with department chairs and deans to determine needs.
Coordinate technology services and resources to best support the faculty, staff, or student client with the design and development of their project. Prepare cost estimate for services request. When necessary, refer client to an outside contractor.
Conduct workshops to faculty and staff on the appropriate use of media in the classroom.
Design the media component for remodeling and new construction of classrooms.
Schedule jobs in the media deployment, ITV operations, and classroom operations.

Knowledge, Skills, and Abilities
Knowledge of: Related University and outside agencies; video production techniques; audio production techniques.
Skill in: preparing clear accurate documents; delegating work to others; establishing rapport with clients; problem solving and decision making; troubleshooting; design development and referral; management.
Ability to: Understand technical and reference manuals; understand construction blue prints; explain policies and procedures; speak publicly; integrate media; work under pressure; drive; setup and operate a variety of media systems.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements