

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Innovative Technology Coordinator | FLSA status: | Exempt |
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| DEPARTMENT: | Distance Learning | REPORTS TO: | Director of Distance and Digital Learning |
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Position summary: Under indirect supervision, this position will be passionate about leveraging technology to enhance education, with a focus on managing and training in our immersive lab, exploring and implementing cutting-edge digital learning tech tools, and providing professional development for our faculty. This position reports directly to the Director of Distance and Digital Learning and assists with distance education and educational technology-related activities.

Position responsibilities:

- Manage the day-to-day operations of the Immersive Lab.
- Provide training sessions for faculty and students on the use of immersive technologies.
- Stay updated on the latest advancements in immersive technologies and incorporate them into educational practices.
- Research, evaluate and recommend innovative digital learning tools and platforms
- Collaborate with faculty to identify specific needs and implement technology solutions to enhance teaching and learning experiences.
- Stay informed about emerging trends and best practices in educational technology.
- Design and deliver professional development workshops and sessions related to educational technology
- Work closely with faculty members to enhance their technological skills and integrate technology seamlessly into their teaching methodologies.
- Provide ongoing support and resources to ensure faculty are comfortable and proficient with the latest educational technologies.
- Research, evaluate and recommend Artificial Intelligence (AI) driven educational tools and applications.
- Collaborate with faculty to identify opportunities for integrating AI into curriculum and learning activities.
- Provide training and support for faculty on using AI tools effectively in educational settings.
- Stay abreast of developments in AI technology and its potential impact on education, and advocate for its ethical and responsible use.
- Perform other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree in Education, Educational Technology, or a related field. Master's degree is preferred.
- Demonstrated experience in managing immersive labs and implementing educational technology solutions.
- Strong communication and interpersonal skills.
- Ability to adapt to and embrace emerging technologies in the education sector.
- Passion for staying informed about the latest trends and advancements in educational technology.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Knowledge of Canvas LMS
- Knowledge of instructional design principles to assist faculty in developing effective and engaging online courses.
- Knowledge of online accessibility requirements.
- Ability to train employees, including organizing, prioritizing, and scheduling work assignments.
- Ability to adapt to new technologies and to learn new systems.
- Ability to translate technical terms for less-experienced technology users.
- Ability to work independently and coordinate multiple, simultaneous projects and tasks.
- Willingness to assist in all Distance Learning department assignments as needed.
- Ability to foster a cooperative work environment.
- Ability to work effectively with an unpredictable daily schedule.
- Ability to keep student and faculty information confidential.
- Ability to work with a diverse student and faculty population in a fast-paced environment.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment, computer lab and/or ITV lab.
- Limited physical effort required; employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.