

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Distance Learning Specialist	Range:	37
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a variety of specialized duties related to the Distance Learning program and courses offered through various modes of delivery.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs a variety of skilled and technical duties related to the Distance Learning program and courses offered through various modes of delivery, such as instructional television, online, and video conferencing.
2.	Operates and maintains specialized television broadcast equipment; develops and coordinates scheduling of broadcast televised courses; maintains daily programming logs.
3.	Monitors transmission of televised courses and adds program inserts where applicable during transmission of scheduled programs and tapes; schedules satellite receiver for downlinks of on or off air recordings.
4.	Communicates with a variety of District departments, staff and outside sources to provide technical expertise; researches and recommends enhancements to the Distance Education program and services to address issues for students with special needs.
5.	Creates video and audio masters for duplication in both analog and digital formats; duplicates various media formats for distribution and classroom use; maintains library inventory.
6.	Researches and maintains program licensing use and copyright compliance.
7.	Assists faculty and staff in the proper use of equipment and resolution of operational problems; provides price quotations and scheduling of teleconferencing events for staff and external community; serves as liaison with local cable company.
8.	Provides technical assistance and expertise regarding equipment purchases; orders replacement components as needed.
9.	Prepares and maintains a variety of records and statistical reports related to the Distance Learning program, courses and services; researches and prepares comprehensive reports as assigned.
10.	Trains and provides work direction and guidance to others as directed.
11.	Learns and applies emerging technologies and as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

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WORKING RELATIONSHIPS

The Distance Learning Specialist maintains frequent contact with various District departments and personnel, faculty, students, vendors and the public.

EDUCATION AND EXPERIENCE

Two (2) years of college coursework in communications or a closely related field
Minimum of one (1) year of increasingly responsible experience is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modes of distance learning delivery including instructional television, online courses, and video conferencing
 - Knowledge of District organization, operations, policies and objectives
 - Knowledge of computers and specialized software used in Distance Learning Programs
 - Knowledge of video and audio systems
 - Knowledge of organization, policies, and rules of assigned department or program
 - Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
 - Knowledge of record-keeping techniques
 - Ability to perform diverse activities related to the Distance Learning program and courses offered through various modes of delivery.
 - Ability to operate a variety of specialized equipment
 - Ability to learn the regulations and requirements related to area of responsibility
 - Ability to work independently with little direction
 - Ability to analyze situations accurately and adopt an effective course of action
 - Ability to maintain inventory of equipment and supplies
 - Ability to train and provide work direction to others
 - Ability to meet schedules and time lines
 - Ability to plan, organize and prioritize work
 - Ability to understand and follow oral and written directions
 - Ability to establish and maintain effective working relationships with others
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SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Media production environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
