



## Information Technology Job Family: **Instructional Technology Specialist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

Instructional Technology Assistant INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist II INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist III INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist IV INDIVIDUAL CONTRIBUTOR
Provides guidance based on technology requirements and limitations, registration requirements, and target audience.	Responds to client needs and collaborates with other information technology staff and clients to identify, develop and implement appropriate technology solutions for teaching and learning.	Develop appropriate strategies for implementing information technology across a broad range of academic programs and initiatives.	Ties together the activities of several learning technology areas and/or initiatives to build comprehensive strategies for applying technology in teaching.
Prepares room with proper equipment for specific events (e.g., classroom teaching, meetings, seminars, etc.) and ensures the proper security of all equipment.	Track and report on technology needs.	Track and analyze technology needs by examining faculty/ staff satisfaction levels	Track and analyze technology needs by examining faculty/ staff satisfaction levels
Troubleshoots issues as they arise for online course/ conference moderators and attendees.		Collaborates with clients to resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, integration strategies, etc.	Collaborates with clients to identify and deploy appropriate technology for education, resolve issues related to technology use in teaching, including application assessment, pedagogy, deployment methodologies, integration strategies, etc.
	Works closely with clients to assess and implement technology in teaching.	Consult with other learning technology personnel to develop solutions for academic programs, departments, and similar units.	Provide strategic learning technology direction and influence larger learning technology decisions as they affect the entire campus.
	May act as a liaison with campus organizations, vendors and committees.	Act as a liaison with campus organizations, vendors and committees.	Act as a liaison with other institutions, campus organizations, vendors and committees.

Instructional Technology Assistant INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist II INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist III INDIVIDUAL CONTRIBUTOR	Instructional Technology Specialist IV INDIVIDUAL CONTRIBUTOR
	May plan and organize technology for teaching curricula, materials, and programs to meet specific educational needs.	Plan, organize, and may develop technology for teaching curricula, materials, and programs to meet specific educational needs.	Plan, organize, and develop technology for teaching curricula, materials, and programs to meet specific educational needs.
	Evaluate classroom technology and assists faculty in providing technology needs.	Evaluate and analyze classroom technology and partners with faculty to provide input for course technology needs.	Evaluate and analyze classroom technology and partners with faculty to provide input for course technology needs.
		Work with faculty to ensure technology needs are current and relevant to teaching methods.	Work with faculty to ensure technology needs are current and relevant to teaching methods.
Provide instruction to faculty/staff in the use of technology in the classroom/facility.	Provide instruction to faculty/staff in the use of technology in the classroom/facility.	Provide instruction and guidance to faculty/staff in the most effective use of technology in the classroom/facility.	Provide guidance to faculty/staff in the most effective use of technology in the classroom/facility.

## JOB FACTOR PROFILE TABLE

FACTOR PROFILE	11479 INSTRUCTIONAL TECHNOLOGY ASSISTANT, BAND D	11480 INSTRUCTIONAL TECHNOLOGY SPECIALIST II, BAND E	11481 INSTRUCTIONAL TECHNOLOGY SPECIALIST III, BAND F	11482 INSTRUCTIONAL TECHNOLOGY SPECIALIST IV, BAND G
<b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b>	Associate's degree or equivalent; more than 2, but less than 4 years or equivalent	Bachelor's degree; up to 2 years experience or equivalent	Bachelor's degree; more than 3 year and less than 5 years experience or equivalent	Bachelor's degree; more than 5 year and less than 7 years experience or equivalent
<b>IMPACT</b>	Extend beyond department	Moderate impact	Moderate impact	Substantial impact
<b>CONTACTS - INSIDE</b>	Provide guidance or instruction	Assist others Cooperation of task completion	Provides guidance to others Coordinates activities	Persuade others to take particular course of action Coordinate major activities
<b>CONTACTS - OUTSIDE</b>	Provide information that exists within pre-established documents or programs	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Provide/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others
<b>CONTACTS - STUDENTS</b>	Provide information or instruction on policies/procedures	Limited contact	Limited contact	Limited contact

<b>FACTOR PROFILE</b>	<b>11479 INSTRUCTIONAL TECHNOLOGY ASSISTANT, BAND D</b>	<b>11480 INSTRUCTIONAL TECHNOLOGY SPECIALIST II, BAND E</b>	<b>11481 INSTRUCTIONAL TECHNOLOGY SPECIALIST III, BAND F</b>	<b>11482 INSTRUCTIONAL TECHNOLOGY SPECIALIST IV, BAND G</b>
<b>SUPERVISION</b>	None given	Provides guidance, counsel, and information in specific support areas	Provides guidance, counsel, and information in specific support areas	Provide on-the-job training, guidance, advice and counsel to other employees in the group and others in a similar position
<b>COMPLEXITY</b>	Focus on an entire field	Frequently adapt, combine, or make improvements to services, products, processes, & programs. Work requires reasoning skills and judgment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment
<b>LEVEL OF DECISION MAKING</b>	Responsible for making some decisions which require consideration of various criteria.	Assist in and influence decisions concerning policy-setting, research, planning, or students	Assist in and influence decisions concerning policy-setting, research, planning, or students	Assist in and influence decisions concerning policy-setting, research, planning, or students
<b>FREEDOM OF ACTION</b>	General supervision Resolve most questions Accomplish most tasks alone Keep supervisor informed of progress	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice
<b>EFFECT OF DECISION MAKING</b>	Directly effects entire department Moderate effect on students and employees	Directly effects multiple functional areas Limited effect on students and employees	Directly effects entire department Moderate effect on students and employees	Directly effects several depts within a college Significant effect on students and employees
<b>WORKING CONDITIONS</b>	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment.	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required	Normal working conditions, including limited or no exposure to hazardous conditions/materials/ equipment. Safety gear may sometimes be required