

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Web Designer and Support Supervisor

Unit: Supervisory and Professional

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Job Code: D1465
Original Date: 07/2005
Last Revision: 08/2017
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 08

DEFINITION

Under the direction of a Dean or other manager, serve as the College Campus 'Information Architect' as defined in SDCCD Procedure 6100.1; manage, coordinate, and provide support for all instructional information projects undertaken at the College that utilize Internet or other web-based technology as a primary component of delivery; serve as an advisor to the faculty and administrators on Internet and Intranet-based technologies that could benefit the College; coordinate services provided to College faculty to enable them to develop web-based instruction that enhances teaching and learning, both in on-campus and distance-education formats.

EXAMPLE OF DUTIES

1. Maintain the official College Campus website, ensuring that it fully supports the mission of the College, follows appropriate W3C recommendations for semantic markup and web design, and is in compliance with ADA and 508 regulations relating to accessibility.
2. Coordinate and supervise the activities of classified staff or hourly workers assigned to support web-based information services and web-based instructional delivery. Coordinate all administrative functions and technical support services related to unofficial faculty websites maintained on college servers under the provisions of SDCCD Policy 6100 and Procedure 6100.1. Assist college faculty members to establish websites under the provisions of this policy to support course enrichment. Provide appropriate training for faculty and staff on the provisions of SDCCD Policy 6100 and Procedure 6100.1; coordinate the modification and maintenance of campus websites.
3. Advise the President and appropriate members of the President's Cabinet on web-based technologies that can be used to enhance instruction and student learning outcomes or to improve the marketing of the College to the general public.
4. Interact with faculty and staff to improve learning and teaching by applying instructional development processes. Design, modify, and evaluate multimedia, Internet and video instructional packages, and other instructional media.
5. Coordinate with the manager and staff of SDCCD Online to ensure that appropriate technologies and staff support are available at the College to support online instructional development and course delivery. Develop training and support for ancillary technologies that interact with online learning environment software and develop appropriate support services for Close Captioning and other technologies as they relate to online instruction.
6. Evaluate a variety of teaching methods and strategies that relate to web-based instruction and support services; recommend appropriate use of Internet/Intranet technology in the classroom. Serve as a resource person and internal consultant to administration, faculty, and staff members to help them effectively utilize emerging technologies in instructional settings.
7. Assist campus administrators and school faculty members to plan for and implement instructional technology related to curriculum development and delivery that will be included in new campus facilities and buildings, with particular emphasis on the appropriate use of Internet-based services and technologies that can be used to support instruction.

8. Maintain thorough and up-to-date knowledge in the fields of Information Technology, Internet Technology, and Instructional Design, with particular emphasis on the Internet and multimedia technologies.
9. Advise on web-based instructional technologies; assist in developing appropriate online surveys and data collection services to support campus-level data collection documenting Student Learning Outcomes.
10. Serve on the College Information Technology Committee and other appropriate campus and district committees.
11. Supervise and evaluate assigned personnel. May coordinate, direct, and lead faculty and administrators in campus efforts to design, develop, create, and produce district and campus websites.
12. Perform other duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of local, State, federal, and international laws, including California State Education Code.
- District and department/program goals, objectives, policies, procedures, requirements, rules, and regulations.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Information technology and design with particular reference to Internet, Intranet, multimedia technologies, and web-based applications.
- Oral and written communications skills.
- Principles and practices of supervision and training.
- Solid understanding of web applications, Cascading Style Sheets, and HTML as established in W3C recommendations.
- Technologies, design standards, and administrative procedures required to maintain compliance with ADA and 508 regulations as they relate to the Internet and online instructional programs.

Skills and Abilities:

- Analyze situations accurately and solve problems decisively.
- Apply district policies and procedures.
- Communicate effectively both orally and in writing.
- Conceptual development and creativity in capturing concept.
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic backgrounds of community college students.
- Design, modify and evaluate multimedia, Internet and video instructional packages, multimedia modules, and other instructional media.
- Establish and maintain effective working relationships with others.
- Evaluate technology as it relates to teaching methods and strategies.
- Hand code CSS and HTML using appropriate support programs or text editors.
- Meet schedules and time lines.
- Plan and organize work.
- Problem solving and outstanding interface design skills.
- Supervise, train, and evaluate assigned personnel.
- Provide work direction to others.
- Use various web and desktop software applications such as: Web Authoring, Desktop Publishing, Image Editing, Word Processing, Spreadsheets, Data-Bases, and Presentation/Multi-Media.
- Work confidentially with discretion.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: satisfactory completion of 15 semester units of courses or two years of increasingly responsible experience related to Web Design, Computer Science, Information Technology, or Digital Design and a digital portfolio demonstrating competence in CSS and HTML.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office.