

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Basic Purpose:

Positions in this job are responsible for developing, implementing, and coordinating computer-based training content for the department.

Typical Functions:

- Plans, designs, creates, and maintains a series of HTML web pages to be hosted on the department's server to provide training data and support, and to facilitate computer-based training. Develops web content that includes database integration, embedded and linked sound and video files, and browser and server scripts.
- Plans, designs, and creates interactive online and CD-ROM based training courses that include sound, graphic and video files.
- Plans, designs, and creates specialized relational databases for storage and manipulation of training information and statistics, and conducts specialized database queries and produces reports to measure agency's compliance with training and safety goals.
- Researches computer training needs; plans, creates, and delivers specialized software training for the department.
- Reviews new hardware and software technology and recommends purchases for the training department.

Knowledge, Skills, and Abilities:

Knowledge of HTML, JavaScript, web authoring design, layout, and functionality; of interactive interfaces; of database software and the creation of tracking databases. Ability to create training content using multimedia authoring software such as Macromedia Director and AuthorWare, PowerPoint, and NeoBook; to create and edit sound files, video files, and layered graphics and optimize them for web and multimedia presentations; to establish and maintain effective working relationships; and to teach specialized software courses.

Oklahoma Department of Corrections
Unclassified Job Descriptor

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Completion of a technical school program or an Associate's degree in Web Design, Internet Administration, or a similar discipline and one (1) year of experience in web and/or multimedia design.

Preferred Qualifications: Education equivalent to the areas listed above and three (3) years of professional experience in web and/or multimedia design.