Technology Learning Center (TLC) Coordinator

City College of San Francisco

Office of Online Learning and Educational Technology

Updated and endorsed by the Academic Senate Executive Council, March 6, 2024.

Supervising administrator: Associate Dean of Online Learning

Length of Term: Fall 2024 - Spring 2025 with the possibility of renewal and summer work (pending funding and supervisor administrator approval), not to exceed 3 years without reapplying Reassigned time **20-40**% FTEF, pending availability of funding.

Funding source: District Unrestricted Fund

Minimum Qualifications: Active employment at CCSF as a faculty member, Completed Introduction to Online Teaching and Learning at CCSF (or meets established equivalency), Completed at least one semester teaching a Fully or Partially Online Course (credit or noncredit) Basic understanding of Microsoft applications (Word, Teams, PowerPoint, Excel)

Capsule description: Work closely with the supervising administrators for the Office of Online Learning and with the technology trainers to help manage the Technology Learning Center and provide direction, support, resources, and training for educational technology tools to faculty.

Work Location: Negotiated with the supervising administrator, both in-person and remote work options are available.

Coordinator Duties

1. ## TLC Management and Support

   TLC Management and Support will take approximately 50% of the total reassigned time.
   - Oversee the operations of the Teaching Learning Center (TLC) both in-person and virtually.
     - Collaborate with trainers to determine the content and scheduling of workshops, ensuring alignment with faculty needs and interests.
   - Provide assistance to individuals who visit the TLC, whether in person or virtually, addressing their needs related to Canvas and Learning Tools Interoperability (LTIs).

- Regularly communicate a list of upcoming activities and updates related to Canvas and LTIs to faculty members, disseminating information through the TLC and relevant mailing lists.

2. Faculty Training and Support

Faculty training and support will take approximately 40% of the total reassigned time.

- Schedule and conduct one-on-one appointments and group sessions aimed at educating faculty on maximizing the potential of Canvas and LTIs in their online courses.
- Serve as a point of contact for troubleshooting Canvas and LTI issues encountered by faculty members.
- Collaborate with Canvas technology trainers to design and deliver effective guidance and training materials.
- Develop on-demand resources such as short videos, checklists, and other materials to support faculty in utilizing LTIs and Canvas effectively, distributing them through the TLC and appropriate channels.
- Conduct Canvas accessibility checks on faculty courses to ensure adherence to accessibility standards and guidelines.

3. Committee Participation

Committees will take approximately 5% of the total reassigned time.
- Actively participate in the Teaching and Learning with Technology Roundtable (TLTR) to stay abreast of faculty needs and trends.
  - Make presentations to TLTR to promote the adoption and utilization of new or existing tools among faculty members.

4. Other Duties

Other duties will take approximately 5% of the total reassigned time.
- Support the Distance Learning and Teaching Specialist by attending final course reviews and completing initial course reviews as needed.
- Attend OLET Meetings such as all team meetings and 1:1s.
- Perform other related duties as assigned by the supervising administrator

Note: The reassigned time percentages are estimates only. There may be shifts in what is needed from semester to semester.

Training and Support

A newly appointed TLC Coordinator will undergo training:
- How to access OLET documents (Teams, Google Drive)
- How to use OLET team communication platforms such as Teams.
- Guidance on how their role will work in shared governance committees.
- How to access admin settings of particular LTIs, if needed.
- Other training as needed

Desirable Qualifications

- At least one year of successful experience teaching online
- Successful experience with a variety of digital learning methods
- Knowledge of CCSF governance processes
- Knowledge of LTIs and a strong interest in learning about various educational technology tools.

Apply

To apply, send a letter (approx. 3-4 paragraphs) by email explaining your interest in and qualifications for the position to the supervising administrator Jennifer Kienzle (jkienzle@ccsf.edu) and to Academic Senate President, Sheri Miraglia (smiragli@ccsf.edu), by noon on **March 15, 2024.**