

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Instructional Technology Specialist/1379**

Function and General Scope

Positions assigned to this class are responsible for collaborating with faculty and/or staff members in the design, development and/or modification of the technological aspects of instructional courses/programs including audio/visual materials, digital media, presentation software, and learning management systems. Provides consultation on the use of instructional technology and serves as the technology expert. Requires knowledge of instructional technology, applications and services, digital media, delivery methods, theories, tools, principles and methodologies.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in instructional design, instructional technology, education, computer science or related field AND three (3) years of professional experience in instructional design and/or instructional technology such as audio/visual, learning management systems, multimedia, video production or IT resources. A Master's degree in a related field may substitute for one (1) year of professional work experience. Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.