

## Instructional Technology Systems Engineer Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=257856>

Downloaded On: Jul. 30, 2025 7:48am

Posted Jun. 5, 2025, set to expire Oct. 2, 2025

**Job Title** Instructional Technology Systems Engineer  
**Department** Staff  
**Institution** Foothill-De Anza Community College District  
Los Altos Hills, California

**Date Posted** Jun. 5, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Information Technology

**Apply Online Here** <https://apptrkr.com/6275680>

**Apply By Email**

**Job Description**

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### Instructional Technology Systems Engineer

HR EMPLOYMENT/CAREERS

**Initial Closing Date: 10/15/2024\*; The position is now open until filled\*\***

\*For full-consideration, all application packets must be received by 11:59 pm on the closing date. Any complete applications received after the review date will only be forwarded to the hiring committee at their request.

\*\*During the open-until-filled period, the position will remain open; however, the posting may be

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removed at any time without prior notice once a sufficient number of qualified applications have been received.

**Starting Salary:** \$10,524.89 (per month) plus excellent benefits; **Salary Grade:**C1-72

**Full Salary Range:** \$10,524.89 - \$14,107.24 (per month)

**The Foothill-De Anza Community College District is currently accepting applications for the classified position above. There are two(2) openings.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

### **ABOUT THE DISTRICT**

Foothill - De Anza Community College District, composed of two colleges and an education center, is one of the top performing districts in both California and the United States, and one of the largest, ranking seventh in size among the state's 72 districts, serving more than 58,500 students per year and with an operating budget of \$180M unrestricted general fund. Consistent with its mission, the District has a strong commitment to equity and inclusion and incorporates those values in its policies, procedures, and operations, and in its leadership and service to students and the community. Publicly supported and locally oriented, the District fills an essential role in workforce development, continuing education, and skills preparation to meet the changing demands of the highly diverse surrounding population and business communities. The District's students and more than 2,000 faculty and staff enjoy an unparalleled quality of life in an ideal climate, with physically pristine and fiscally sound campuses that have earned their reputation for academic excellence.

### **Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement,

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equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

### **DEFINITION**

Under direction, plans, designs, coordinates and administers service and support engineering for the successful implementation of audio visual, digital, computer and other advanced instructional technology for the Foothill-De Anza Community College District; designs and implements systems utilized in classroom instruction; ensures consistency of design and operation of advanced instructional technology systems utilized by academic programs across the District; performs maintenance and repair of instructional audio/video technical equipment; trains and provides work direction to assigned personnel; and perform related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the assigned ETS supervisor. Exercises no supervision of staff. Provides technical and functional direction to technical, support, and contracted staff on a project basis.

### **CLASS CHARACTERISTICS**

This is an experienced-level project management classification that oversees activities related to the design, implementation, contracting, and inspection of designated multimedia renovation of instructional technology utilized in District facilities. Responsibilities include performing diverse, specialized, and complex work involving accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities in a variety of areas. Successful performance of the work requires skill in coordinating departmental work with that of other departments and outside agencies.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

1. Provides audio/video design engineering services for District facilities including instructional computer labs, classrooms, lecture halls, labs, conference rooms, meeting spaces, and for other instructionally related technology projects in the
2. Foothill-De Anza Community College District; designs additions and upgrades to the instructional technology systems to accommodate changing campus requirements; generates system diagrams utilizing the Computer Aided Design (CAD) tools.
3. Designs and engineers the installation of audio/visual and computer equipment along with their

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integrated systems including: performing hardware, peripheral and software configurations for audio/visual devices, servers and workstations; develops installation requirements for mounting equipment, cabling and equipment configuration.

4. Confers with administrators, deans, faculty, staff, Furniture Fixture and Equipment (FF&E) coordinators, students and others to identify instructional technology engineering requirements; gathers and analyzes data and information affecting instructional facility needs; makes recommendations considering existing and proposed facility infrastructure.
5. Works with the Hardware and Software Education Technical Advisory Committee (ETAC) Standards Committee to develop hardware and software standards for instructional multimedia equipment;
6. Solicits and administers instructional technology modification or construction contracts for District facilities from project definitions and requests for proposals through construction phase and warranty period.
7. Coordinates with audio visual (AV) integration vendors by scheduling site walks and installations, reviewing quotes, coordinating warranty service repairs, and performing final acceptance testing after installations; coordinates implementation teams, contractors, engineers, estimators and inspectors; provides direction to others in completion of assignments.
8. Performs advanced troubleshooting and repair of various AV analog and digital equipment including but not limited to: control systems, control panels, media players, switchers, cameras, conferencing systems, projectors, and flat screen displays; identify vendors and order parts as necessary; sends equipment to outside contractors for repairs as needed.
9. Keeps abreast, learns, recommends and utilizes emerging technologies to improve instructional methods.
10. Prepares and maintains a variety of records and reports to track multimedia projects, site walks, quotes, purchase requests, purchase orders, invoices, installations, repairs, and warrant service.
11. Reviews and comments on construction drawings, specifications and submittals; performs construction site walks to examine multimedia infrastructure and provide comments.
12. Trains and provides work direction to AV technical personnel; assists the District Technical Services Supervisor in identifying and assigning jobs.
13. Provides advanced computer hardware and software support as needed; identifies operator errors or repairs damaged software programs; updates drivers or software programs as necessary; performs hardware diagnostic and software backup functions as necessary.
14. Operates a variety of equipment including computers, tablets, scanners, cameras, audio video controllers and switchers and other related equipment.
15. Works with the District Technical Services Supervisor and AV Technicians to maintain equipment; co-manages remote monitoring and control software; configures and supports video conferencing devices and network.

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16. Prepares a variety of written correspondence, including cost estimates, and contracts; prepares or coordinates special research studies and comprehensive reports related to District instructional technology.
17. Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Administrative principles and practices, including project implementation, and evaluation, contract administration, and the work direction of staff and contractors.
2. Multimedia technology required for District operations, including but not limited to: video and data projectors, computer systems, various AV equipment such as LCD, PLP, and laser projection systems, plasma, LCD, LED, and OLED flat screen displays, TCP/IP, IR, and RS232 remote control systems, and related wiring requirements for installation of such systems.
3. Operation of various audio and video equipment such as AV control systems, switchers, amplifiers, and various types of video cabling including but not limited to: HDMI, VGA, RGBHV, component, and composite.
4. Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
5. Principles and practices of building design, construction, and facilities operations.
6. Broadcast television analog and digital video systems and equipment.
7. Cable television distribution systems.
8. Computer hardware, software, and network systems and operations.
9. Web- and hardware-based audio and video conferencing systems.
10. Audio and video recording systems, including video surveillance systems.
11. Fiber-optic transmission systems.
12. Digital audio/video communications on proprietary or ATM/IP-based networks.
13. Principles and practices of training and providing work direction to others.
14. Record-keeping principles and practices.
15. English usage, spelling, vocabulary, grammar, and punctuation.
16. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff.

### **Ability to:**

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1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty, and staff.
2. Design and supervise installation of audio/video systems required for delivery of instructional content.
3. Program and configure control systems, digital media switchers, transmitters, and receivers using SIMPL+ and various hardware and software tools.
4. Perform maintenance and repair of video analog and digital equipment.
5. Perform firmware updates to various AV equipment.
6. Prepare clear and concise technical documentation, user procedures, reports of work performed, and other written materials.
7. Train and provide work direction to others.
8. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.
9. Provide computer hardware and software support, advice, and consultation as needed.
10. Read and understand construction drawings and specifications.
11. Use English effectively to communicate in person, over the telephone, and in writing.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to graduation from an accredited four-year college or university with major coursework in media engineering, network engineering, computer science, or a related field **AND** four (4) years of progressively responsible experience in supporting and implementing multimedia technology infrastructure systems.

### **Licenses and Certifications:**

1. Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
2. Possession of, or ability to obtain, industry-recognized information technology certifications are

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desirable.

### PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials, computer screens, and projection screens; and hearing and speech to communicate and to evaluate audio output from speakers. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment as well as various tools. Positions in this classification occasionally bend, stoop, kneel, and reach to perform assigned duties. Employees must possess the ability to lift, carry, push, and pull audiovisual equipment and other objects up to 50 pounds with the use of proper equipment.

### ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees occasionally perform work in the field requiring work at heights accessing equipment and at construction sites exposing them to excessive noise levels, unpleasant odors, dust, fumes, and/or allergens, and requiring the use of safety equipment while performing job duties.

### APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/> \*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.

**For full-consideration, all required application materials must be included in your application packet and must be received by 11:59 pm on the closing date. We are unable to accept additional, non-required materials, such as reference letters.**



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**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. You may also visit our "Applicant Information" to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html> . We cannot guarantee a response to application questions within 48 hours of the closing date.**

### **CONDITIONS OF EMPLOYMENT**

**Position:** Full-Time, Permanent, 12-months per year

**Starting date:** As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>. In addition, the District is a participating member of the California Public Employees' Retirement System (CalPERS) and the successful applicant would be a member of the Association of Classified Employees (ACE) Union. The current union agreement can be found online at: [http://hr.fhda.edu/\\_downloads/2018-2021%20ACE%20Agreement.pdf](http://hr.fhda.edu/_downloads/2018-2021%20ACE%20Agreement.pdf).

We are happy to assist individuals with disabilities who require reasonable accommodations to complete the employment process, provided that you notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

**To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1732?c=fhda>**

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

Staff

Foothill-De Anza Community College District

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