

NORTHERN BUCKEYE EDUCATION COUNCIL
JOB DESCRIPTION

FILE 7.00

Title: **EDUCATIONAL TECHNOLOGIST**

Reports to: Director of Instructional Services and to those on the NBEC organizational chart to whom that position reports.

Job Objective: Helps deliver instructional technology services to all educational entities subscribing to the service. Services help districts provide technology that support their educational objectives and endeavors.

Minimum Qualifications:

- Four-year degree is required.
- Successful experience as a teacher in an Ohio School District and a Master's Degree in Educational Technology are desired.
- A record free of criminal violations that would prohibit employment in the public sector.
- Supports the goals and philosophy of the organization.
- Maintains a professional image and high level of integrity.
- Complies with drug-free workplace rules and board policies.
- Meets staff development requirements by obtaining mandated Continuing Education Units (CEU's).
- Experience and ability to train adults and students in the use of educational technology.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assists in providing integration of technology support to requesting member schools/districts.
- Upholds board policies and follows administrative guidelines/procedures.
- Respects privacy. Maintains the confidentiality of privileged and sensitive information.
- Keeps current with technology, workplace innovations, and obtains relevant training that support job functions.
- Maintains open and effective communications. Promotes the organization's mission, philosophy, and vision. Serves as an information resource as needed.
- Provides on-site training to personnel and students of districts subscribing to the NWOCA Instructional Services Program.
- Prepares and/or assists in the preparation of instructional multi-media programming for member schools.
- Provides extra billable services as requested/directed.
- Provides secondary support to districts using library automation as requested/directed.
- Aids in helping districts develop and upgrade technology plans as requested.
- Provides grant writing assistance to member districts when requested.
- Provides support to districts that are using learning management systems, data-driven decision support tools, videoconferencing, webcasting, and technologies that support learning.
- Aids districts in the maintenance of WWW pages.
- Cooperates with all NBEC personnel, district technology coordinators and the public.
- Pursues personal growth opportunities to enhance performance and advance organizational goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Averts problem situations and helps resolve conflicts.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Supports teamwork and a positive work environment.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Organizes tasks and manages time effectively. Meets deadlines despite time constraints.

Working Conditions: To promote safety, employees are expected to exercise caution and comply with safety regulations and NBEC policies/procedures when involved in the following situations/conditions.

- Exposure to adverse weather conditions and seasonal temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Lifting, carrying, and moving work-related supplies/equipment.
- Performing repetitive tasks and using a computer keyboard/monitor for prolonged periods.
- Traveling to meetings and work assignments.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Northern Buckeye Educational Council (NBEC).

The Northern Buckeye Educational Council (NBEC) is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to staffing factors, funding variables, modified operating procedures, and other unforeseen events.

The Northern Buckeye Education Council (NBEC) reserves the right to revise and/or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied employment contract.