

TITLE: Regional Technology Trainer

JOB SUMMARY: Under the direction of the Executive Director and the Board, the NUES Regional Technology Trainer provides a wide variety of technical training to administrators, teachers and staff within the NUES region with on-going support and follow-up. The trainer also promotes the use of the educational technology in the classroom and trains teachers how to access and utilize technology to improve instruction and student learning. Training educators on the use of formative assessment and utilizing student assessment data is a major priority of the position.

QUALIFICATIONS:

Required:

1. Positive attitude and energy
2. Strong presentation skills
3. Bachelor's degree and valid Utah Educator's license with three years of classroom teaching experience or equivalent technical training experience in industry
4. Demonstrated customer support, communication (written, verbal and electronic), teaming, organization, problem solving, prioritizing and computer/technology integration skills
5. Enjoys working with others
6. Ability to exercise a high degree of responsibility, creativity, analytical thinking and initiative
7. Detailed knowledge of Windows and Mac operating systems and applications
8. Detailed knowledge of UEN services and instructional tools
9. Detailed knowledge of formative assessment systems/tools
10. Detailed knowledge of distance learning technologies
11. Detailed knowledge of educational applications of mobile technologies (iPad/iPod/Chromebooks/Smart Phones)
12. Ability to teach/train using interactive white boards and response systems
13. Demonstrated passion for learning, adapting and applying new and changing technology
14. Willing and able to travel frequently
15. Comfortable meeting new people, and marketing your services, skills and abilities
16. Detailed knowledge of the Canvas LMS
17. Project management experience

Desirable:

1. Utah teaching endorsements in educational technology, business and/or information technology education
2. Master's Degree in Educational Technology, Education or Assessment
3. Experience in creating and posting instructional videos
4. Experience in maintaining web and social media sites
5. Experience using educational productivity and learning apps

KNOWLEDGE AND ABILITY:

General Knowledge and Abilities:

1. Ability to communicate and work well with others
2. Strong customer service and presentation skills
3. Ability to analyze and solve problems via telephone, over Internet or in person

Specifically for this position:

1. Strong technology leadership and training skills
2. Detailed knowledge of Microsoft, Mac, and Google operating systems and applications
3. Detailed knowledge of UEN Internet instructional tools
4. Detailed knowledge of formative assessment tools
5. Detailed knowledge of distance learning technologies (Interactive Video)

6. Demonstrated passion for learning, adapting and applying new and changing technology
7. Willing and able to travel frequently

ESSENTIAL DUTIES:

1. Train district administrators, teachers and staff on the effective use of technology for their respective assignments with on-going support and follow-up.
2. Work with district, regional, and state agencies in managing technical training and professional development throughout the region and state
3. Provide remote and on-site technical support to the region's LEAs
4. Manage and maintain the NUES Technology Training web presence, and market your services and skills to the region LEAs.
5. Report training and support activities monthly to the NUES Board and NUES TCC, and quarterly to the UEN Instructional Services Supervisor
6. Attend various regional and state meetings that apply to the requirements of the position
7. Coordinate and organize cooperative regional projects and professional development as needed
8. Research solutions to problems outside the scope of their expertise

MARGINAL DUTIES:

1. Other duties as assigned by the Executive Director of Northeastern Utah Educational Services

PHYSICAL REQUIREMENTS: Not limited to the following:

1. Physical ability to lift up to 50 lbs. in the performance of responsibilities
2. Maintain a valid Utah driver license with a clean driving record

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be revised as necessary as the requirements of the job and the mission of the center evolve.