



Employment Opportunity

The Management Council of the Ohio Education Computer Network

Seeks: INFOhio Professional or Senior Instructional Specialist

Effective: August 19, 2020

Application Deadline: September 11, 2020 at 4:00 pm

The Management Council of the Ohio Education Computer Network seeks an innovative and enthusiastic individual to join our statewide INFOhio Instructional Team. INFOhio, Ohio's PreK-12 Digital Library, delivers instructional and library services to over 4,600 PreK-12 schools and support agencies in Ohio.

The successful candidate will:

- Work collaboratively with INFOhio Instructional and Technical Teams to develop and carry out a comprehensive plan for acquiring and promoting high-quality, digital, teaching and learning content that can be freely used by all Ohio schools
- Lead INFOhio initiatives related to Open Access and Open Educational Resources, providing support to the education community on standards-alignment, intellectual property rights, visibility and impact, and equity
- Manage multiple digital curriculum repositories, supporting their growth and use
- Build community among statewide partners and Ohio educators around OER and equitable curriculum options
- Deliver professional development and training, in person and virtually
- Develop, deliver, and edit messaging to targeted audiences to increase awareness, engagement, and partnerships

Desired Qualifications:

- MLS, MIS, or M.Ed. required; three years of library or K-12 teaching experience with Ohio teaching license preferred
- Broad understanding of curriculum design and assessment, OER, and licensing content for equitable access
- Working knowledge of content management platforms such as Joomla, Django, WordPress, or EBSCO Discovery Service
- Expertise in training adult learners, including experience with online/blended teaching and instructional design
- Excellent verbal and written communication skills

The position may require travel to schools and educational agencies throughout the state. The ideal candidate possesses a willingness to learn; is forward-thinking with a skill for networking; establishes priorities and successfully manages multiple projects with deadlines; works independently and collaboratively in a team-oriented environment; and demonstrates attention to detail, especially in writing and editing. This full-time position includes an excellent benefits package along with a salary commensurate with education, experience, and the successful candidate's potential for excellence. The anticipated salary range for the position is \$60,000 to \$85,000 per year.

The Professional and Senior level job descriptions for the position are below and are available on <https://www.mcoecn.org/who-we-are/careers/> while this opportunity is open. Interested professionals should submit a cover letter and current resume by 4:00 pm on September 11, 2020 to: Greg Buddelmeyer (HR@managementcouncil.org).

The Management Council reserves the right to not fill or to repost the position if a successful candidate is not found. Every consideration will be given to underrepresented and nontraditional candidates. The Management Council does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, military status, ancestry, genetic information or any other legally protected category in its employment decisions.

About the Management Council and the Ohio Education Computer Network

Ohio's Information Technology Centers (ITCs) work together through a statewide network known as the Ohio Education Computer Network (OECN). The Management Council represents and supports the collaborative efforts of the OECN, which implements a broad spectrum of academic and administrative technologies across Ohio's PreK-12 education system. While the ITCs and the Management Council are the key components of the OECN, other organizations collaborate in the OECN, including the Ohio Department of Education and OARnet. Ohio district and school customers are the primary beneficiaries of the system of services and support from organizations of the OECN.



Job Description
Professional Instructional Specialist
Management Council of Ohio Education Computer Network

Reports to: Director and/or Project Manager

Overview: Designs statewide blended learning experiences for PreK-12 educators to effectively integrate digital tools and resources and statewide educational programs into their instruction. Produces and delivers effective training products and technical assistance resources in order to provide educators with virtual and in person professional development experiences that model best practices of instructional strategies for digital resources and tools and statewide educational programs.

Specific Duties:

1. Models and is able to perform all duties associated with the Instructional Specialist position
2. Contributes to strategic planning, program development and evaluation, and allocation of resources in support of the Management Council mission.
3. Directs content projects including, but not limited to, the development of virtual information literacy course modules, blended learning modules, educator and/or administrator virtual professional learning modules, and student learning portal content.
4. Uses statistics, including usage, automation, and electronic resources data to inform instructional design decisions.
5. Collaborates with technical services to create content management plans for student produced content.
6. Supports aligned, curated content.
7. Utilizes expertise in use of Articulate or similar tools for designing, developing and deploying instructional solutions.
8. Maintains the library of instructional assets as an inventory function including regularly scheduled reviews and updates.
9. Develops and enforces standards and workflow processes for the creation of new training/instructional assets.
10. Collaborates with other instructional team members to provide virtual or face to face statewide professional development webinars, tutorial screencasts, regional and statewide conference presentations, users group meetings, technical roundtable and other professional development experiences to present tools and resources and statewide educational supported programs.
11. Participates on regional and statewide committees and teams, such as the open educational resources team and standards review committees.
12. Coordinates assigned regional area of state to increase usage of Management Council resources. Conduct all work in a professional manner through excellent interpersonal skills, effective communication, courteous manners, a positive attitude, and cooperative demeanor.
13. Performs such other relevant duties as may be assigned by the Director and/or Project Manager.

Core Principles

1. Performs as a reliable and effective member of the Management Council Team.
2. Conducts all work in a professional manner through excellent interpersonal skills, effective communication, courteous manners, a positive attitude, and cooperative demeanor.
3. Participates in on-going professional development as stipulated by the Management Council.
4. Remains free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with the Management Council.
5. Demonstrates professional ethical behavior and serve as an appropriate representative of the Management Council.
6. Adheres to all the rules and regulations of the Management Council and the State of Ohio.
7. Handles sensitive information with integrity and confidentiality.

Typical Performance Measures:

1. Performance of job duties in a consistently high manner.
2. Active participation in team meetings, professional development, and other collaborative activities.
3. Demonstrated willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
4. Volunteers to lead or serve on projects of the Management Council or ITCs.
5. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
6. Meets or exceeds any standard benchmarks available for evaluation of performance.

Qualifications:

1. MLS or M.Ed. with four to six years PreK-12 teaching experience required.
2. Ohio teaching license preferred.
3. Four to six years' experience working with and supporting professional development, instructional learning modules, digital tools and resources, and solutions in education or similar industry.
4. Ability to learn and apply technical subjects including new tools and emerging technology solutions.
5. Experience or examples that show ability to manage a team.
6. Expertise in training adult learners, including experience with online/blended teaching and instructional design for adult learners.
7. Experience developing and delivering messaging to targeted audiences to increase engagement.
8. Experience developing relationships and building strong partnerships in the educational community.
9. Proven experience delivering professional development and training, in person and virtually.
10. Proficiency and excellent skills using all Microsoft Office applications.
11. Ability to occasionally drive and travel throughout Ohio as needed.

Position Status:

1. This has been determined to be an exempt position under the Fair Labor Standards Act.
2. This is a 12-month position and is evaluated annually.



Job Description
Senior Instructional Specialist
Management Council of Ohio Education Computer Network

Reports to: Director and/or Project Manager

Overview: Leads instructional design initiatives for development and delivery teams that are responsible for the growth and awareness of digital resources and statewide educational programs. Utilizes current instructional design pedagogy to implement state of the art course designs and digital presentations to illustrate the usage of digital resources in blended learning classrooms. Collaborates with Management Council technical staff to research, select, prototype and deploy best practices that meet the purpose defined by a customer.

Specific Duties:

1. Models and is able to perform all duties associated with the Professional Instructional Specialist position
2. Uses statistics, including usage, automation, and electronic resources data, to inform instructional design.
3. Develops training curriculum for classroom integration, including mini modules to be used in various training pathways.
4. Expertise in use of Articulate or similar tools for designing, developing and deploying instructional solutions.
5. Works with team members to constantly assess and improve instructional outreach and program development. Evaluate team plan and amend as needed.
6. Develops classroom integration supports such as lesson plans, activities, and guides to be used in training and featured as content on the site. Integration supports will align with current instructional trends, such as early learning, project-based learning, personalized learning, etc.
7. Develops and maintains evaluation tools for instructional materials used in training or in site content.
8. Attends professional development on instructional design.
9. Keeps abreast of successful instructional methodologies and practice and ensures use in training, outreach, and program curriculum.
10. Provides high quality curricular training and resources to staff as needed and via outreach to users as needed.
11. Ensures learning environment and classroom instruction maximizes learning in trainings and professional development.
12. Researches professional and educator standards to use for curriculum alignment.
13. Attends professional development on instructional design.
14. Serves on various ODE standards committees.
15. Performs such other relevant duties as may be assigned by the Director and/or Project Manager.

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3. Demonstrated willingness to provide skills, expertise, and experience in support of team members and Management Council staff.
4. Volunteers to lead or serve on projects of the Management Council or ITCs.
5. Displays a positive attitude and is considerate and professional in sharing ideas and discussing ideas proposed by others.
6. Meets or exceeds any standard benchmarks available for evaluation of performance.

Qualifications:

1. MLS or M.Ed. with at least ten years of working experience in instructional design in PreK-12 educational community.
2. Instructional design certification with proven examples of successful design and integration practices.
3. Project and product management experience.
4. Deep analytical skills.
5. Project and resource management skills.
6. Experience developing relationships and building strong partnerships in the educational community.
7. Proven experience delivering professional development and training, in person and virtually.
8. Proficiency and excellent skills using all Microsoft Office applications.
9. Ability to occasionally drive and travel throughout Ohio as needed.

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