



## **Employment Opportunity**

### **The Management Council of the Ohio Education Computer Network**

Seeks: INFOhio Instructional Team Specialist

Effective: January 29, 2020

Application Deadline: February 21, 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 Support 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 closely with curriculum, information-technology, and statewide partners to promote the integration of INFOhio tools and resources into teaching and learning to teachers, administrators, students, and parents.

#### **Desired Qualifications:**

- MLS or M.Ed. with three years K-12 teaching experience required; Ohio teaching license preferred
- Demonstrated experience in developing and delivering messaging to targeted audiences to increase engagement and relationship-building is desired
- Expertise in training adult learners, including experience with online/blended teaching and instructional design for adult learners, is necessary
- Excellent verbal and written communication skills, including social media skills, are required

#### **Primary Functions include:**

- Develops and delivers messaging to targeted audiences to increase engagement
- Develops relationships and builds strong partnerships in the educational community
- Delivers professional development and training, in person and virtually
- Supports aligned, curated content

Successful candidate may work remotely. Work will focus on central and southern regions of Ohio. Requires travel to Columbus regularly for meetings and travel to schools and educational agencies. The ideal candidate possesses a willingness to learn; has high energy, forward thinking, and should be enthusiastic with a skill for networking, has good organization and time management skills to work on multiple projects with deadlines; can work both independently and collaboratively with team members; pays attention to detail, and acts professionally. 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 \$50,000 to \$65,000 per year. Start date negotiable.

The position description is below and is available on [www.mcoecn.org/careers](http://www.mcoecn.org/careers) site while this opportunity is open. Interested professionals should submit a cover letter and current resume by the posting deadline to: Greg Buddelmeyer ([HR@managementcouncil.org](mailto: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**  
**INFOhio Instructional Team Specialist**  
**Management Council of Ohio Education Computer Network**

**Reports To:** Director of INFOhio

**Overview:** Works statewide with PreK-12 educators to promote awareness and use of INFOhio digital tools and resources by students, educators, and parents. Works to improve early literacy, digital literacy, and college and career readiness by helping PreK-12 educators effectively integrate INFOhio digital tools and resources into their instruction. Works with educators to provide professional development experiences and to model best practices and instructional strategies, using INFOhio digital tools and resources.

**Specific Duties:**

1. Evaluates and selects digital tools and resources aligned with Ohio Learning Standards and student needs for the INFOhio collection
2. Develops, curates, evaluates and maintains INFOhio's collection of digital tools and resources.
3. Encourages instructional opportunities for parents and community members to strengthen awareness and use of INFOhio resources
4. Works regionally and statewide with the support of the ICoach and District/Building ICoach teams to connect with curriculum, information-technology, library leaders, agencies, and universities to increase awareness and use of INFOhio digital tools and resources.
5. Participates in regional and statewide partnerships with agencies and organizations such as ESCs, SSTs, Ed Techs, ODE, Battelle, BASA, ALAO/OhioLINK, OMJK12, OELMA, OCTELA, OLC/OPLIN and the State Library of Ohio.
6. Completes high quality work with accuracy, usefulness, and effectiveness, in a timely manner, meeting required deadlines.
7. Works with others in a positive, productive manner, contributing to the achievement of team and organization goals.
8. Analyzes and solves problems within realistic time frames.
9. Works independently and collaboratively in virtual environments.
10. Keeps up-to-date with best practices and current trends and acquires new knowledge and skills to meet changing demands.
11. Respects privacy, maintains confidentiality of privileged and sensitive information.
12. Follows requirements for professional development as established for the MCOECN.
13. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment with MCOECN.

14. Demonstrate professional ethical behavior and serve as an appropriate representative of MCOECN. Adhere to all the rules and regulations of MCOECN and the State of Ohio.
15. Perform such other relevant duties as may be assigned by the Director of INFOhio.

**Specific Duties – eLearning Specialist:**

1. Serves on the INFOhio senior management team; contributes to strategic planning, program development and evaluation, and allocation of resources in support of INFOhio's mission.
2. Directs INFOhio 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, student learning portal content.
3. Uses INFOhio statistics, including usage, automation, and electronic resources data, to inform instructional design decisions.
4. Collaborates with Technical Services to create content management plans for student produced content.
5. Collaborates with other instructional team members to provide statewide professional development webinars, tutorial screencasts, regional and statewide conference presentations, users group meetings, technical roundtable and other professional development experiences to present INFOhio tools and resources.
6. Coordinates assigned regional area of state to increase usage of INFOhio resources.

**Specific Duties – Instructional Integration Specialist:**

1. Serves on the INFOhio senior management team; contributes to strategic planning, program development and evaluation, and allocation of resources in support of INFOhio's mission.
2. Directs instructional team initiatives.
3. Coordinates ICoach and DB ICoach programs.
4. Collaborates with other instructional team members to align INFOhio digital tools and resources to Ohio Learning Standards.
5. Collaborates with other instructional team members to maintain INFOhio website content and digital tools and resources content.
6. Collaborates with INFOhio Central and Technical Support Teams and with ITC providers to support the teaching and learning of INFOhio resources and strengthen inquiry-based learning and information technology skills of students and educators.
7. Plans and leads meetings to promote user awareness and usage of INFOhio tools and resources for groups such as the ICoach, DBI Coach, and Users Council regional representatives.
8. Participates on regional and statewide committees and teams, such as the open educational resources team and standards review committees.
7. Uses INFOhio statistics, including usage, automation, and electronic resources data, to inform instructional design.

8. Collaborates with other instructional team members to provide statewide professional development webinars, tutorial screencasts, regional and statewide conference presentations, users group meetings, technical roundtable and other professional development experiences to present INFOhio tools and resources.
9. Coordinates assigned regional area of state to increase usage of INFOhio resources.

### **Specific Duties – Integration Librarian (ILibrarian)**

1. Collaborates with other instructional team members on INFOhio initiatives, such as early literacy, college/career readiness and digital literacy initiatives, including management of task forces and advisory committees.
2. Collaborates with Technical Services and Content team to create content management plans for student produced content that could be used for demonstration on the INFOhio website.
3. Works with Integration Specialist to align curriculum content work to Ohio Learning Standards and next generation of assessments for both face-to-face services and digital delivery.
4. Works collaboratively with other ILibrarian members and partner agencies to target low wealth schools to provide and model digital library services.
5. Models virtual instruction and library services for K-12 students and faculty.
6. Collaborates with other instructional team members to create social media content for Twitter, Facebook, Pinterest and Blog posts.
7. Plans and leads meetings to promote user awareness and usage of INFOhio tools and resources for groups such as the Early Literacy, Digital Literacy, and College/Career Readiness Task Forces and ICoach, DBI Coach, and Users Council regional representatives.
8. Participates on regional and statewide committees and teams, such as the open educational resources team and standards review committees.
9. Uses INFOhio statistics, including usage, automation, and electronic resources data, to inform instructional design.
10. Collaborates with other instructional team members to provide statewide professional development webinars, tutorial screencasts, regional and statewide conference presentations, users group meetings, technical roundtable and other professional development experiences to present INFOhio tools and resources.
11. Coordinates assigned regional area of state to increase usage of INFOhio resources.

### **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 MCOECN staff.
4. Volunteers to lead or serve on projects of MCOECN 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. MLIS or M.Ed. preferred. Three to five years of PreK-12 education experience preferred. Ohio teaching license preferred. School library experience desirable. Academic library experience acceptable.
2. Experience in digital instructional design and digital learning integration.
3. Experience with developing virtual instructional units incorporating a variety of digital resources and tools.
4. Experience with blended learning and learning management systems.
5. Ability to analyze online databases and resources to recommend purchases for digital collections.
6. Experience with student learning outcomes, instructional best practices, and the Ohio Learning Standards.
7. Experience with integrating information literacy and technology skills into subject-specific instruction.
8. Ability to communicate online, maintain a social presence, and present online reference tools for use by teachers and students.
9. Ability to work independently and collaboratively in virtual environments.
10. Experience working in collaborative groups.
11. Excellent written and verbal communication and presentation skills.
12. Excellent interpersonal skills.
13. Excellent time management skills.
14. Exemplary attendance record.
15. Ability to drive and travel throughout Ohio.

**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.