

## **Position Description – Education Technology Engineer**

### **Position Summary:**

The primary function of the Education Technology Engineer position is to administer a variety of technical projects related to the evaluation, research, communication, training and deployment of Idaho Digital Learning (IDLA) systems and software. Duties for this position include but are not limited to the support of online curriculum development, support and administration of IDLA's learning management systems (LMS), web conferencing software and hardware, eTutoring system, setup and integration of synchronous technologies, and advising various Idaho Digital Learning departments on general technology-related items.

This position will also serve as a general education technical specialist by taking incoming requests from various IDLA stakeholders. The work is performed under the supervision of the Director of Technology. The primary duties of this individual are performed in the IDLA Boise office, with occasional planned travel in support of curriculum activities and training. Occasionally (approximately 9 weeks of the year), this position will have a shared responsibility of extended support which may include "on call" evening, night, or weekend shifts.

### **Essential Duties and Responsibilities:**

Include, but are not limited to the following:

- Lead and assist in the implementation of technology during curriculum development.
- Advise and assist in the implementation of technology for Adult and Blended Learning.
- Develop and support methods and procedures for synchronous technology adoption into IDLA curriculum (video conferencing, voice over IP, chat)
- Develop and create documentation and support materials for curriculum and instruction technologies.
- Provide instructional support for learning management systems (Schoolology and Buzz), including course content, enrollment data, customer data, etc.
- Provide remote troubleshooting solutions for computer or operating system issues that affect course delivery.
- Work closely with other departments for collaborating IT projects.
- Guide and direct development related to Learning Object Repositories.

- Evaluate and support integrated technology into learning management systems (CourseArc, Textbooks, Learning Tools)
- Light design and programming work related to file transfers or automated scripting.
- Analyze complex learning systems, identify problems, and develop and implement logical conclusions and effective solutions.
- Identify key measurement metrics for learning systems and facilitate data collections and reporting on these metrics.
- Support teacher-related training such as the Summer Conference and Just in Time monthly meetings.
- Provide technical (Help Desk) support to learning management systems users.
- Supervise contractors on IT projects.
- Other duties outlined by the Director of Information and Technology or Technical Support Manager.

**Qualifications:**

Minimum Qualifications:

- A degree in an education / technology field or 5 years' experience in a similar position.
- A current Idaho Teaching endorsement.
- Demonstrated success in working with people in establishing goals, objectives, and change management plans.
- Strong communication and collaboration skills.
- Experience/training in teaching and delivering online learning.
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of time-sensitive deadlines.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- Ability to coordinate, research, and analyze special projects/reports.
- Proficient knowledge of data structures with the ability to enter, manipulate, and report data.
- Establish and maintain effective working relationships with other IDLA employees, supervisory personnel, State and local elected officials, and the public.
- Perform time management and scheduling functions, meet deadlines, and set project priorities, including following up on such functions or projects.
- Must possess positive, professional interpersonal skills.

Desired Qualifications:

- Bachelor's Degree in an education or technology field.
- 5 years' experience in teaching and supporting online learning.
- Demonstrated successful project management skills.

- Expertise in training technology, supporting learning management systems (Blackboard and Brainhoney), and general networking desired.
- Experience with web conferencing technology.

**Technical Skills:**

- Web based applications and data access mechanisms.
  - Required: Experience in Learning Management Systems (Schoology and Buzz)
- Software
  - Required: Understanding of course development tools (CourseArc, H5P)

**Salary:**

This is a full time, year-round position that requires location at the Idaho Digital Learning Boise Office. Annual salary is dependent upon experience and includes excellent medical/dental insurance and paid leave benefits.