

CLASS SPECIFICATION

Educational Technology Specialist

NATURE AND SCOPE OF WORK

The Educational Technology Specialist will be responsible for supporting faculty and students with the integration and adoption of existing and emerging technologies into teaching and learning practices. This position will enhance the digital learning experience at Capilano University, while promoting excellence and innovation in supporting teaching and learning. The Educational Technology Specialist will be primarily working remotely and will report to the Director, Centre for Teaching Excellence (CTE).

ILLUSTRATIVE EXAMPLES OF DUTIES

- Supporting faculty and students in the use of educational technology by providing one-on-one consultations, facilitating workshops, providing demonstrations, and troubleshooting.
- Supporting faculty in developing, reusing, and remixing Open Educational Resources (OER) and practices, including working with Pressbooks and H5P.
- Investigating innovative educational technology to be used to improve teaching and/or the student learning experience at Capilano University.
- Facilitating training on the use of educational technology for in-person, online and blended courses.
- Creating a repository of resources, such as guides, print and video options, and providing solutions to support faculty using educational technologies, such as Moodle, Kaltura, WebEx, Teams, and Zoom to enhance student learning.
- Creating and delivering training programs for new technology with consideration of best practices in teaching and learning.
- Providing support for faculty and students working with e-Portfolios.
- Providing up-to-date information and recommendations to the Centre for Teaching Excellence (CTE), faculty, and IT to facilitate the decision making related to educational technology and appropriate delivery methods to achieve desired outcome.
- Providing subject matter expertise in educational technologies, making recommendations to the Director, CTE and IT Services on the educational technologies that CapU should be incorporating to support the virtual educational experience.

- Identifying and developing training opportunities for faculty and students for the integration and/or implementation of educational technology. Acts in a project management capacity for projects related to the implementation of educational technology.
- Gathering data and analyzing outcomes of training programs for educational technology that formulates infrastructure and design recommendations to directly influence long-term goals consistent with the Academic Plan.
- Working with Faculties to identify educational technology needs that may be specific to their discipline and provide technology solutions in collaboration with the CTE and institutional committees to best meet those needs.
- Collaborating with and supporting the CTE Educational Developers to offer workshops and programming to support faculty development and student learning.
- Collaborating with IT Services to provide support for the identification, roll-out, and implementation of technologies that support faculty and student learning experiences.
- Collaborating and liaising with other post-secondary institutions and the BC Educational Technology Users Group on educational technology and media to identify new, innovative and existing technology that will be useful for Capilano University.
- Assisting in piloting new technology with faculty and determining strengths and weaknesses of particular software taking into account student and faculty needs and privacy concerns.
- Assisting faculty in evaluating and choosing software and websites that are appropriate to their teaching objectives.
- Assisting faculty in integrating educational technology into their classes in the lab, including advising on use and objectives of different software and lab activities.
- Initiate new educational technology project, developing training and resources to support the project.
- Support and administer projects related to the development of the educational media unit at CapU.
- Develop and manage a portfolio of educational technology training projects and programs supporting CapU's strategic plan of deepening the necessary infrastructure for innovative teaching practices.
- Performs duties related to the qualifications and requirements of the position.
- May be required to take training and act in the capacity of a floor warden as part of the University's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge and expertise in Moodle, Kaltura, and WordPress
- Thorough knowledge of video-conferencing technology, open course software, H5P, Augmented Reality and Virtual Reality, and assessment technologies

- Thorough knowledge of business English, spelling and punctuation.
- Working knowledge of course design and online training.
- Excellent presentation, interpersonal, and communication skills.
- Excellent educational technology troubleshooting skills.
- Strong organizational and project management skills.
- Ability to provide technology solutions by testing, investigating and recommending specific software to meet Faculties needs.
- Ability to provide one-on-one support and workshops for faculty and students in the use of educational technology in-person, online, and blended courses.
- Ability to keep up to date in the educational technology field through ongoing professional development activities, reading, membership in professional organizations and contacts at other institutions.
- Ability to constantly build knowledge and expertise in applicable new and innovative technology and software.
- Ability to troubleshoot, research, study, learn, provide solutions and employ mature judgment.
- Ability to understand the context of issues in order to exercise initiative and judgement regarding action required.
- Ability to determine sources of equipment and software problems.
- Ability to multitask, apply organizations skills to meet deadlines, and work with minimal supervision.
- Ability to maintain accurate records and perform administrative tasks.
- Ability to work independently while maintaining collaborative relationships.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with a diverse group of employees, students and the general public.

REQUIRED TRAINING & EXPERIENCE

- Bachelor's degree in Instructional/Educational technology, computer science, computer information systems, or a closely related field is required and/or combined education and experience.
- Three years of experience in structuring educational content and working with educational technology to support instructional approaches. Experience must include providing training and instruction to people with diverse backgrounds and abilities.