



Position Title: Educational Technologist Supply

Department: Administration

Position Summary

The Educational Technologist reports to the Executive Director or as designated and is responsible for providing instruction, training, and resources in order to facilitate the use of remote and in class technology which will increase staff and clients use and knowledge about technology. The Educational Technologist will coordinate and direct the activities of staff and clients of WOMEN'S ENTERPRISE SKILLS TRAINING OF WINDSOR INC. (WEST) programs.

The primary responsibilities of this position are to provide leadership in the development of strategic approaches for the integration of technology into the different curriculums and programs as well as provide information on current best practices, innovations and emerging trends. The Educational Technologist will maintain awareness of best practices, emerging technologies and new potentials in educational technology while supporting users (staff and clients) in a multi-platform environment including but not limited to Zoom, MS Teams, MS Office, Moodle, Google Classroom and Jasper Active.

Job Duties

- Ensure compliance with WEST policies, procedures, and best practices using technology
- Participate in professional development activities to improve knowledge and skills
- Assist teachers and staff with using technology for student evaluation and assessment
- Prepare and refer staff and student to proper support resources when required
- Provide leadership in the development of strategic approaches for the integration of technology into the different curriculums and programs as well as provide information on current best practices, innovations and emerging trends.
- Identify WEST's educational technology needs, barriers and weaknesses; develop, organize and implement solutions for students, teachers, staff and administrators.
- Research and maintain awareness of training and instructional technologies, best practices, emerging technologies and new potentials in educational technology while supporting users (staff and clients) in a multi-platform environment (Zoom, MS Teams, MS Office, Moodle, Google Classroom and Jasper Active)
- Troubleshoot technological problems
- Facilitate clients/students training including in-class or online instruction, one-on-one meetings and group workshops as needed.
- Create a library of resources by designing guides, recording troubleshooting videos to assist students/staff with technical issues.
- Act as a technical mentor and guide to teachers/staff in the development and maintenance of new technology-based coursework and in applying technology to instructional processes.
- Actively engage in new educational technology development activities, including webinars, conferences and workshops.



- Lead in the design and implementation of Learning Management Systems such as: Moodle and Google Classroom.
- Assist in designing, maintaining and updating the organization's social media outlets.
- Design and implement online program evaluations, quizzes and Tests for the different programs.
- Update training material for the different programs at WEST as needed.

Qualifications

- Completion of a College or University program in Business Administration, Computer Science, Information technology or related field with 3 to 5 years' relevant work experience
- Broad knowledge of curriculum, curriculum development and instructional best practices
- Experience delivering professional development to educators and knowledge of best practices in adult learning.
- Extensive knowledge of Google Apps for education, Microsoft Tools for Education (MS Teams and MS Office)
- Familiarity with Windows, MacOS, ChromeOS and mobile devices.
- Familiarity with project management methodologies, automated project management tools, workflow redesign, and business process mapping
- Excellent database management, data visualization & analysis experience using analytical tools
- Strong experience leading change when it comes to technical processes and procedures

Essential Skills

- Strong interpersonal communication and presentation skills.
- Proven problem-solving, research, and planning skills.
- Knowledge of programming or coding is an asset
- Ability to demonstrate time management and prioritization skills
- Ability to respond and adapt to new systems and applications
- Demonstrate flexibility with working situations, Able to work individually and as part of a team
- Ability to communicate proficiently in a second language preferred
- Teaching experience will be considered an asset
- High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment
- High level of integrity and work ethic
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Excellent communication and writing skills
- Demonstrable practical experience working with diverse groups and a variety of tools



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WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)