



Provincial Job Description

TITLE: (330) Information Technology Educator **PAY BAND:** 14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Plans, coordinates and delivers computer education and instruction on Desktop and clinical computer applications throughout the region.

QUALIFICATIONS:

- ◆ Computer Systems Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently
- ◆ Ability to teach adults
- ◆ Valid drivers license

EXPERIENCE:

- ◆ **Previous:** Thirty-six (36) months previous experience in a highly integrated network environment. Adult education experience is required.

KEY ACTIVITIES:

A. Computer and Related Training

- ◆ **Develops curriculum, manuals and training plans for delivery of desktop and clinical application training.**
- ◆ **Conducts training following training plans and curriculum.**
- ◆ **Develops surveys – training required/requested.**
- ◆ **Liaises with other departments to provide information technology training.**
- ◆ **Develops goals and objectives in conjunction with other information technology staff to achieve desired learner outcomes.**
- ◆ **Analyses evaluations and adjusts training plans and delivery to improve effectiveness.**
- ◆ **Maintains an up-to-date understanding of current software.**
- ◆ **Ensures that training includes appropriate security and confidentiality protocols (e.g., Health Information Protection Act)**

B. Education Coordination

- ◆ **Creates reports on class attendance, utilization and hours of training provided.**
- ◆ **Plans and coordinates resources required to conduct training.**
- ◆ **Maintains resource information (e.g., handouts, educational information).**
- ◆ **Communicates and promotes education programs and handles registrations.**
- ◆ **Participates in quality improvement (e.g., training to ensure information is coded properly).**

C. Related Key Work Activities

- ◆ **Provides technical advice to information technology staff and end users.**
- ◆ **Works with project teams to develop and implement training programs for new and upgraded computer applications.**
- ◆ **Provides assistance to other internal trainers.**
- ◆ **Provides work process analysis and works with end users to ensure maximum user effectiveness with software available.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: Mar 21/12