



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 throughout the SHA.

QUALIFICATIONS:

- ◆ Computer Systems Technology diploma

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Advanced computer skills
- ◆ Communication skills
- ◆ Organizational skills
- ◆ Interpersonal skills
- ◆ Ability to work independently
- ◆ Ability to teach adults
- ◆ Analytic and problem solving skills
- ◆ Valid driver's license, where required by the job.

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 and maintains curriculum, manuals and training plans for computer based education and training.
- ◆ Conducts training.
- ◆ Develops surveys and analyses evaluations and adjusts training plans and delivery to improve effectiveness.
- ◆ Liaises with other departments to provide information technology training.
- ◆ Jointly develops goals and training objectives with other information technology staff.
- ◆ 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).
- ◆ Analyzes jobs to establish training requirements.

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 with end users to ensure maximum user effectiveness.
- ◆ Maintains online resources and troubleshoots technical issues.
- ◆ Go-Live support for new project implementation.

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: June 16, 2022