Job Evaluation Rating Document

CUPE, SEIU, SGEU, SAHO		Code
	Job Title Information Technology Educator	
	Date 2004	
	Revised Date Mar 21/12	330
	Revised Date June 16, 2022	

Decision Making	**Degree**
Within limits of accepted practice, makes some choices about Information Technology education program delivery when developing curriculum for new software or systems. Develops plans to achieve short term goals and objectives to achieve desired learner outcomes.	3.5

Education	**Degree**
Grade 12. Computer Systems Technology diploma (Saskatchewan Polytechnic 2085 hours).	4.5

Experience	**Degree**
Thirty-six (36) months previous experience in a highly integrated network environment and in adult education. Twelve (12) months on the job to become familiar with information systems, applications, operations, service program development, delivery and evaluation including vendor-specific training and to become familiar with department policies and procedures.	7.0

Independent Judgement	**Degree**
Plans, develops, evaluates and delivers Information Technology educational programs. Work involves a choice of methods or procedures, identified through surveys and analysis, to prepare recommendations for user training requirements. Carries out computer education and instruction within generally accepted practices.	4.0

Working Relationships	**Degree**
Provides Information Technology training, technical explanation and instruction using adult learning principles. Motivates staff to participate in education programs by seeking their input through user surveys and analysis to develop curriculum.	4.0

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Impact of Action	Degree
Coordinates resources to develop and plan Information Technology education programs that impact the organization and individual employees to a limited degree. May result in delays in program delivery due to insufficient research and planning.	2.0

Leadership and/or Supervision	Degree
Provides functional guidance to staff through the delivery of Information Technology training programs. Consults and provides functional guidance and advice to managers on Information Technology training.	2.5

Physical Demands	Degree
Regular physical effort such as standing, carrying files, books, binders, projectors and computer equipment, with frequent accurate coordination of fine movements when keyboarding.	2.5

Sensory Demands	Degree
Regular sensory effort, preparing and presenting training materials and using computers.	2.0

Environment	Degree
Occasional exposure to minor conditions such as interruptions, competing multiple demands and some travel.	2.0