Education Technology Specialist

Franklin College is seeking to fill a full-time, 12-month, exempt Education Technology Specialist position that will report to the Director of Teacher Education/Accreditation Coordinator. The person in this position will manage the day-to-day operations of the Education Department’s Quality Assurance System.

ESSENTIAL POSITION FUNCTIONS

- Develop and maintain assessment and accreditation databases for Indiana Department of Education and CAEP reports for the Education Department;
- Assists in maintaining the Education Department’s Quality Assurance System, uploading and linking evidentiary materials that demonstrate compliance with the required criteria for accreditation;
- Responsible for all technical aspects of the Watermark VIA comprehensive assessment system.
- Assists-efforts to identify, compile, and analyze data relating to program and student outcomes assessment for inclusion in compliance reporting;
- Provide support to undergraduate faculty, staff, and administration in accessing relevant program data as needed;
- Interface with the Office of Academic Affairs, Academic Records, Admissions, the Office of Institutional Research, and the Indiana Department of Education as needed;
- Assist in ensuring Education Department administration and program faculty remain engaged and on schedule for completing activities necessary for obtaining and maintaining national, regional and state accreditation of academic programs;
- Assist in maintaining an overall master calendar to track regional accreditation and due dates for program reports, self-studies, site-visits, follow-up compliance reports, and additional compliance activities;
- Attend meetings of the Education Department accreditation team;
- Assist in monitoring program compliance with the Education Department’s accreditation data-system.
- Follow and abide by all safety rules and regulations;
- Regular attendance and timeliness;
- Other duties as needed or assigned.

SUPERVISORY RESPONSIBILITY

General supervision is received from the Director of Teacher Education/Accreditation Coordinator.

This position does not have supervisory responsibilities.

QUALIFICATIONS

EXPERIENCE: Successful experience as P-12 teacher or administrator; successful experience assisting with accreditation visits and report development preferred
EDUCATION/LICENSING: Bachelor’s degree required; Master’s degree preferred

REQUIRED KNOWLEDGE, SKILLS, or ABILITIES:
- Data management systems
- Educational terminology
- Knowledge of virtual learning platforms, preferred
- Competence in managing and securing data
- Efficiency and competency in scheduling
- Technical facilitation of virtual teaching experiences for teacher candidates
- Professional facilitation of virtual teaching experiences for teacher candidates preferred
- Ability to effectively communicate both verbally and written
- Ability to adapt to quickly changing environments
- Excellent organizational and multitasking skills
- Proficiency in Microsoft Office Suite; advanced experience using Excel
- Experience with accreditation of teacher programs
- Experience with E-portfolios
- Experience with Adobe Professional Cloud
- Experience with virtual instruction preferred

PHYSICAL DEMANDS / WORK ENVIRONMENT / WORK DEMANDS

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to:
- Standing – less than 39%
- Walking – less than 39%
- Sitting – greater than 66%
- Reaching with hands and arms – greater than 66%
- Climbing or balancing – less than 39%
- Stooping, kneeling, crouching or crawling – less than 39%
- Talking – between 33% to 66%
- Hearing – between 33% to 66%
- Using hands to handle objects – between 33% to 66%
- Lifting – up to 10 pounds between 33% to 66%

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- This job functions in a professional office environment.

Work Demands
The work demands described here are representative of those an employee encounters while performing the essential functions of this job.
- Routine deadlines – usually sufficient lead time – variance in work volume seasonal and predictable – priorities can be anticipated – some interruptions are present – involves occasional exposure to demands and pressures from persons other than immediate supervisor.
- Weekend and evening work is generally not required, but may be necessary during the weeks leading up to the an including accreditation visits.
• Job tasks normal routine involve occupational exposure to blood, body fluids or tissues – Category I.

**Application Process**

**Excellent benefits** package including: health, life and disability insurance, paid vacation, sick and holiday time, retirement plan, and full tuition benefits for employees and their family. Review of applications will begin immediately and continue until the position is filled. Interested candidates should submit a complete application including cover letter, resume and three professional references. – Click [here](www.FranklinCollege.edu) to apply or visit employment opportunities at www.FranklinCollege.edu.

Contact Human Resources with additional questions.

Franklin College
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Franklin, IN  46131
humanresources@FranklinCollege.edu
www.FranklinCollege.edu

*Franklin College is committed to providing an inclusive and welcoming environment and to ensuring that educational and employment decisions are based on individuals' abilities and qualifications. Consistent with these principles and applicable laws, it is therefore the College's policy not to discriminate on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, marital status, race, religion, sex, sexual orientation or veteran status as consistent with the Policy on Prohibited Discrimination, Harassment and Related Misconduct. No person, on the basis of protected status, shall be excluded from participating in, be denied the benefits of, or be subjected to unlawful discrimination, harassment, or retaliation under any College program or activity, including with respect to employment terms and conditions. Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.*