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Technical Training Coordinator (034)
Student Information Systems, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Reporting to the Executive Director of Student Information, the Technical Project Coordinator supports the Oklahoma State Department of Education (OSDE) in achieving its goals of collecting and reporting timely, accurate and meaningful data, including the tools to use data to improve student outcomes. The Technical Training Coordinator is responsible for supporting and organizing training for internal and external stakeholders in the use of data applications and systems, as well as assisting agency-wide efforts to establish, improve, monitor, and communicate about data management and data quality policies, processes and practices for the OSDE.

MINIMUM QUALIFICATIONS

- Bachelor's degree *[official transcript(s) required]*.
- Five to seven years of work experience.
- Experience developing and conducting IT training in person and by video/webinar.
- Experience developing training materials (instructions or processes) that clarify the task at hand.
- Experience using Microsoft Office Suite, specifically Microsoft Word, Excel and PowerPoint.
- Experience or background in education or IT, preferred.

DEMONSTRATED KNOWLEDGE/SKILLS/ABILITIES

- A strong writer with good listening skills, editing skills and the ability to communicate in different ways with a variety of audiences.
- A strong communicator and public speaker able to develop and present materials for in-person and online/video trainings.
- A goal-driven, detail-oriented self-starter who meets deadlines.
- Possess strong organizational skills, while able to be accommodating and flexible.
- Career-oriented problem solver.
- *Preferred:*
 - *A basic understanding of IT concepts and systems*
 - *A basic understanding of education policies and programs*
 - *A basic understanding of how data use should support and inform education policies and programs*

EXAMPLES OF WORK PERFORMED

- Organize and lead IT application user trainings for internal help-desk staff, agency program staff and regional accreditation officers, as well as district data and administrative staff.
- Create succinct and clear user guides (processes and sets of instructions), presentations, videos, FAQs and other documents for end users of the SDE IT applications.
- Support the internal staff from data and general help-desks in understanding how to respond to user requests and questions related to SDE IT applications.
- Gather feedback and issues from district data and administrative staff, as well as internal agency staff, regarding the utility and performance of SDE IT applications.
- Collaborate with peers to problem-solve and communicate solutions effectively and clearly.
- Perform related work as required and assigned by the Executive Director of Student Information.

COMPENSATION

Annual Salary: \$60,000 – 72,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 9088

Posted: March 20, 2013

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