**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Demonstrator

**Job Number:** SS-064

**NOC:** 4012

**Band:** 8

**Department:** School of Education and Professional Learning

**Supervisor Title:** Manager, School of Education and Professional Learning

**Last Reviewed:** July 12, 2017

**Job Purpose**

Provides support to the Dean, faculty, staff, and Education students (full time and part-time) in the School of Education and Professional Learning. As part of the assistance to the Dean, liaises with regulatory bodies (e.g. OESS, SOAPAC, ECOO and external partners).

**Key Activities**

1. Design, preparation and delivery of the “Certificate in Educational Technology” series of development workshops focused on giving Teacher Candidates the knowledge and skills for mastering a range of digital technologies in the classroom.
2. In co-operation with faculty, assists with teaching in courses involving laboratory, studio, and computer application components of the B.Ed. program.
3. Designs and prepares software application manuals and handouts.
4. Attends major School of Education events (including up to 3 Saturday events per year) in technology support role for faculty and staff.
5. Evaluates student work related to laboratory components and application of software in teaching.
6. Maintains, catalogues, and repairs all School of Education equipment as needed.
7. Proactively keeps abreast of Ministry of Education software developments as well as IT and software developments in K-12 programs in the English-speaking world.
8. Recommends updated and new hardware and software to all course co-ordinators, the Director, and the Manager.
9. Supports technology aspects of ongoing School of Education classroom updates and renewals.
10. Is available for student consultation and advice concerning the laboratory and computer application components of all School of Education programs.
11. Liaises with technicians and demonstrators across the University regarding joint projects and sharable equipment.
12. Attends provincial Information Technology meetings of Faculties/Schools of Education.
13. Manages circulation and inventory tracking of digital equipment to faculty and students.
14. Other duties as assigned.

**Education**

Honours University Degree (4 year) in a Science discipline with significant computer science and technology course content.

**Experience Required**

Two years of directly-related experience working in the education sector