#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Demonstrator

**Job Number:** SS-064 | VIP: 1385

**Band:** OPSEU- 8

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

**Supervisor Title:** Dean, School of Education & Professional Learning

**Last Reviewed:**  August 24, 2022

#### **Job Purpose:**

Reporting to the Dean, School of Education & Professional Learning, the Demonstrator will assist in the delivery of academic services within the field of education technology and associated pedagogy.

#### Key Activities:

* 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.
* Serve in a leadership role on the Technology Committee.
* Organisation, maintenance, and development of the tech maker space.
* Support teacher candidate use of the maker space.
* Develop, deliver, and ensure currency of, appropriate tech micro-credentials for teacher candidates.
* Monitor and evaluate teacher candidate achievement of micro-credentials.
* Report teacher candidate achievement to the Registrar’s Office.
* In co-operation with faculty, assists with teaching in courses involving educational technology components of the B.Ed. program.
* Attend major School of Education events (including up to 3 Saturday events per year) in technology support role for faculty and staff.
* Maintain, catalogue, and repair all School of Education educational technology equipment as needed.
* Recommend updated and new hardware and software to B.Ed. faculty and the Dean.
* Support educational technology aspects of ongoing School of Education classroom updates and renewals.
* Proactively keep abreast of Ministry of Education software/hardware developments as well as IT and software developments in K-12 programs in the English-speaking world.
* Support Education faculty in their own professional development in the use of educational technology to support learning.
* Be available for student consultation and advice concerning the integration and use of educational technology.
* Manage circulation and inventory tracking of digital equipment to faculty and students.
* Liaise with technicians and demonstrators across the University regarding joint projects and sharable equipment.
* Attend provincial Information Technology meetings of Faculties/Schools of Education.
* Liaise with regulatory bodies (e.g. OESS, SOAPAC, ECOO and external partners).
* Other duties as assigned.

#### Education Required:

* Honours University Degree (4 years) in a science discipline with significant computer science and technology course content.
* Bachelor of Education (B.Ed.) degree.

#### Experience/Qualifications Required:

* Two years of directly related experience working in the education sector.