

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2023
RANGE: 46.0
CLASSIFIED
CODE: 2

OPEN EDUCATIONAL RESOURCES FACILITATOR

DEFINITION

Under the direction of the Director of California's Open Educational Resources, the OER Facilitator will be a key contact for statewide Curriculum and Vetting Institutes, as well as California Educators Together Resource providers.

This position will support the Director of California's Open Educational Resources in planning, recruiting, and uploading resources to the California Educators Together platform. The OER Facilitator will provide input and participate in planning all the in-person and virtual OER events; assist in facilitation of grant outcomes, conduct problem solving and training for online learning platforms to ensure program efficiency and integrity; and provide research and support for improving department delivery of virtual and statewide events.

EXAMPLES OF DUTIES

Assist with the oversight of OER lesson plan and resource uptake onto the California Educators Together platform through the Kern County Superintendent of Schools;

provide technical support to staff and resource providers concerning hardware, software and networking problems with the California Educator Together platform and additional platforms that are used in the process of collecting resources;

serve as liaison to the California Educators Together platform as necessary;

assist with planning and facilitating Curriculum and Vetting Institutes virtually and across the state; assist with uploading resources to the California Educators Together platform from these events;

recommend, implement, and document process/procedures that will increase efficiency or improve consistency of Curriculum and Vetting Institutes, the registration process, and the tracking of all payments for participants;

identify issues and concerns and report them to the OER Program Director;

work closely with the OER Program Director to update and enhance the online and in-person Curriculum and Vetting Institute experience;

ensure programs have necessary supplies and equipment for project implementation and submit purchase requests as needed;

work with community partners to support uploading resources to the California Educators Together platform;

assist with managing and tracking data to ensure that goals are met in the most efficient and organized manner;

perform other work-related duties as assigned.

QUALIFICATIONS

Knowledge of:

Thorough knowledge of vendor payment processing, virtual and in-person event planning for conferences and events, online software management, and project organizing.

Ability to:

Communicate clearly, in good tone and voice quality, both written and in speech in a way that can be understood;

understand and carry out oral and written directions;

be detail oriented;

work well with a diverse group of clients (statewide partners, educators, KCSOS employees);

establish and maintain cooperative working relationships;

drive to statewide locations safely and efficiently;

perform appropriately in situations requiring tact and diplomacy;

maintain accurate records;

maintain accurate inventory of hardware, software, and other equipment and materials as required;

respond to problem-solving requests as needed.

Experience:

A minimum of two (2) years' experience working in a support position helping to oversee and coordinate projects involving multiple partners.

Education:

Associate's degree or the completion of at least 60 college semester units required.

Bachelor's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: ac

2/14/2023

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