

## JOB CONTENT QUESTIONNAIRE

1. Position Data						
a. Position Number (PIN)	0230	Check one:	<input checked="" type="checkbox"/>	Filled	<input type="checkbox"/>	Vacant
b. Job Class	Division Director I (Director of Educational Technology)					
c. Agency	Mississippi Public Broadcasting					
County	Hinds					
d. Work Site(s) <i>[Check.]</i>	<input checked="" type="checkbox"/>	<b>Office</b>	<input checked="" type="checkbox"/>	<b>Field</b>		
		<b>Other</b> <i>[Specify.]</i>				
e. Job Summary <i>[Short statement of the job's basic purpose; why the job exists.]</i>						
The person in this position will plan, direct, coordinate and supervise all aspects of distance learning projects, activities, and grants. This person will serve as liaison between MAET, other agencies and organizations, distance learning partners and participants.						
2. What education, special training, experience, or licenses are required for satisfactory job performance?						
Master's Degree in educations, administration or a related area. Knowledge and experience in educating through telecommunications technology are important.						
3. What machines or equipment are you responsible for operating?						
Basic office equipment including computer, fax, copier. TV, VCR, camcorder, digital cameras, overhead projector, document camera, microphone, video projector, multimedia computer and software, CD-ROM, LCD panel, VGA converter, amplifier, splitters and connectors, and electronic classroom equipment.						
4. What are the working conditions? List such items as noise, heat, outside work, exposure to bad weather.						
Most work inside in fairly comfortable surroundings. Periodic travel to participating schools and workshop sites (conditions will vary) to conduct training, research and evaluation. Pack, move and transport training workshop and exhibit materials.						
5. Do you directly supervise other employees? If so, give the number supervised, their job titles, and the number they each supervise.						
Two Education Specialists. They do not supervisor others.						
6. Are there any special characteristics, physical requirements, etc., a person must possess in order to perform your duties satisfactorily?						
Excellent verbal and written communication skills, organizational, management and leadership skills. Must be flexible and willing to accommodate other people, able to adapt to different situations and make presentations under a variety of different conditions, assess emergency/critical equipment or program failure situations and determine quickest and most effective remedy. Keep current on latest educational technology advancements and their appropriate use.						
Certification of Incumbent: I certify that I have read the instructions and that the entries are my own and to the best of my knowledge are accurate and complete.						
Signature				Date		
Duty Statement #1						
Plan, direct and coordinate distance learning, E-Learning for MS Educators, and Teacherline projects and						

activities.			
<b>Tasks</b>			
<ol style="list-style-type: none"> <li>1. Formulate or supervise the formulation of plans of work to accomplish project goals and objectives.</li> <li>2. Lead, assist or supervise as appropriate the activities of planned projects.</li> <li>3. Direct the scheduling of activities and programs.</li> <li>4. Oversee appropriate evaluation measures.</li> </ol>			
% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
	X	Regularly	
50%		Periodically	4
		Infrequently	
Were you required to be able to perform this duty upon entry into the position?		Yes	
<b>Knowledges</b>			
Mississippi curriculum structure, curriculum scope and sequence in all subject areas and grade levels, school accreditation standards, instructional management, computers, software, teaching methods, new trends in education and educational technology, knowledge of appropriate and effective distance learning methodologies.			
<b>Skills</b>			
Good verbal and written communication skills, organizational skills, motivational skills, time management skills, operation of computer and software, computer online services, composition, editing, proofreading, word processing.			
<b>Abilities</b>			
Analyze data and respond with decisions based on needs. Use word processing, spreadsheet and other computer software, convey information clearly and concisely in writing, organization of information for easy access and readability, appropriate strategies for gathering data, organize and present information in a specified time period, deal effectively with project participants in giving and obtaining information.			

<b>Duty Statement #2</b>	
Establish objectives, standards and control measures for distance learning, E-Learning for MS Educators, and Teacherline projects/activities.	

Tasks			
1. Interpret, formulate, recommend and /or implement policies, rules and regulations as necessary. 2. Participate in the annual review of Education Services Division goals and objectives and revise those related to aforementioned duty statement as needed. 3. Apply appropriate evaluation methods to determine effectiveness of activities/programs.			
% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		Regularly	
10%	X	Periodically	3
		Infrequently	
Were you required to be able to perform this duty upon entry into the position?			No
Knowledges			
Mississippi curriculum structure, teaching and evaluation methods, distance learning policies and procedures, division and agency goals and objectives, computers and software, effective distance learning applications and activities, effective oral and written communication methods, trends in distance learning/education.			
Skills			
Oral and written communication skills, data analysis, organizational skills, computers and software.			
Abilities			
Collect, analyze, compile and report data; Use word processing, spreadsheet and other computer software; organization of information for easy access and readability; appropriate strategies for gathering data; organize and present information in a specified time period; deal effectively with school and other personnel in giving and obtaining information.			

Duty Statement #3
Provide technical expertise and consultation associated with distance learning, E-Learning for MS Educators, and Teacherline projects.
Tasks

1. Provide consultation to schools, districts and other educational entities on implementation and effective use of distance learning, e-learning, and teacherline.
2. Lead, assist or supervise the conducting of appropriate training activities.
3. Coordinate distance learning activities with engineering and information technology personnel as needed.

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		Regularly	
10%	X	Periodically	3
		Infrequently	

Were you required to be able to perform this duty upon entry into the position? Yes

#### Knowledges

Distance learning and instructional technology of all types of trends in their use in classrooms, current trends in education, accreditation standards, curriculum standards, instructional methodology, public relations, national distance learning programming and trends, effective oral and written communication methods.

#### Skills

Operation of a wide variety of educational technology, Internet, multimedia authoring/presentation tools, writing dynamics, public speaking, organizational motivational, group dynamics, group facilitating.

#### Abilities

Perceive needs, apply knowledge and skills in communication/public speaking, leadership in group situations, communicate information clearly and concisely, compose and edit presentation materials, interpersonal communications.

#### Duty Statement #4

Supervise all aspects of distance learning related grants.

#### Tasks

1. Oversee fiscal accounting and budgeting activities of distance learning grants.
2. Coordinate grant writing, planning and implementation as necessary.
3. Provide for appropriate grant evaluation.
4. Communicate regularly with grant partners.

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		X	
20%		Periodically	4
		Infrequently	

Were you required to be able to perform this duty upon entry into the position?

Yes

#### Knowledges

Accounting methods for grant funds, meeting grant requirements, grant writing, federal grant regulations, public relations, distance learning technologies and effective usage strategies, technical requirement for technology grants, instructional design and evaluation methodologies, sources of grant funds.

#### Skills

Computer work processing, composition, budgeting and accountability, oral and written communication, time management, scheduling, grant management.

#### Abilities

Compose and edit written materials, correlate information, interpret surveys and research and apply to appropriate situations, communicate information clearly and concisely, perceive needs, apply knowledge and skills in preparing grant applications' stringent requirements, use computer to prepare applications and other grant related documents, work effectively with others, meet grant established deadlines, organize information for grant reports.

#### Duty Statement #5

Serve as liaison between MAET, other agencies and organizations, grant partners, and participants in distance learning projects.

#### Tasks

1. Maintain effective public relations with distance learning participants, grant partners, and other state

- agencies or organizations.
- 2. Direct appropriate communication methods (newsletters, email, correspondence, printed materials, etc.)
- 3. Represent the agency and K12 participants to outside groups as necessary.
- 4. Plan and make presentations on distance learning activities at meetings, conferences, etc. as needed or requested.

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		X	
10%		Periodically	3
		Infrequently	

Were you required to be able to perform this duty upon entry into the position? Yes

**Knowledges**

Distance learning and instructional technology of all types and trends in their use in classrooms, current trends in education, accreditation standards, curriculum standards, instructional methodology, public relations, national distance learning programming and trends, effective oral and written communication methods.

**Skills**

Operation of a wide variety of educational technology, Internet, multimedia tools, oral and written communications skills, public speaking, organizational, group dynamics, group facilitating.

**Abilities**

Perceive needs, apply knowledge and skills in communication/public speaking, leadership in small and large group situations, communicate information clearly and concisely, compose and edit presentation materials, interpersonal communications.

**Duty Statement #6**

Account for all assigned inventory items and follow agency procedures for inventory control.

**Tasks**

- 1. Make sure that all assigned inventory items are accounted for at all times.
- 2. Follow agency procedures when inventory items are acquired, or missing.
- 3. Ensure that no inventory items assigned to the employee are lost or damaged beyond normal wear.

4. Inventory items assigned to each employee include those in their office or cubicle (i.e. fax machines, computers, television, etc.)		
% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]	Consequence of Error (1-5)
	<input checked="" type="checkbox"/> Regularly	
Ongoing	<input type="checkbox"/> Periodically	3
	<input type="checkbox"/> Infrequently	
Were you required to be able to perform this duty upon entry into the position?		No
Knowledges		
Skills		
Read and comprehend the MAET Property Guidelines, accurately complete agency forms for property management.		
Abilities		

<b>Duty Statement #7</b>
Ability and willingness to meet the Public Sector Competencies as established by the State Personnel Board.
<b>Tasks</b>
<p>1. Integrity and Honesty - Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.</p> <ul style="list-style-type: none"> <li>• Models and demonstrates high standards of integrity, trust, openness and respect for others.</li> <li>• Demonstrates integrity by honoring commitments and promises.</li> <li>• Demonstrates integrity by maintaining necessary confidentiality.</li> </ul>

2. Work Ethic - Is productive, diligent, conscientious, timely and loyal.
  - Conscientiously abides by the rules, regulations and procedures governing work.
3. Service Orientation - Demonstrates a commitment to quality public service through statements and actions.
  - Seeks to understand and meets and/or exceed the needs and expectations of customers.
  - Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances.
  - Provides accurate and timely service.
  - Develops positive relationships with customers.
4. Accountability - Accepts responsibility for actions and results.
  - Is productive and carries fair share of the workload.
  - Focuses on quality and expends the necessary time and effort to achieve goals.
  - Demonstrates loyalty to the job and the agency and is a good steward of state assets.
  - Steadfastly persists in overcoming obstacles and pushes self for results.
  - Maintains necessary attention to detail to achieve high level performance.
  - Deals effectively with pressure and recovers quickly from setbacks.
  - Takes ownership of tasks, performance standards and mistakes.
  - Has knowledge of how to perform one's job.
  - Knows the organization's mission and functions and how it fits into state government.
5. Self Management Skills - Effectively manages emotions and impulses and maintains a positive attitude.
  - Encourages and facilitates cooperation, pride, trust, and group identity.
  - Fosters commitment and team spirit.

% of Time Devoted to this Duty	How frequently is this duty performed? [Check one.]		Consequence of Error (1-5)
		<input type="checkbox"/>	
	<input type="checkbox"/>	Periodically	
	<input type="checkbox"/>	Infrequently	

Were you required to be able to perform this duty upon entry into the position?

Knowledges

Skills

Abilities

**TO BE COMPLETED BY THE IMMEDIATE SUPERVISOR**

This section should be completed by the employee's immediate supervisor after reviewing the entries made by the incumbent. Should you find incomplete entries or inaccuracies in the employee's description of his or her job, resolve these discrepancies before the employee completes the final draft of this form. The immediate supervisor's section has been designed as a recap and overview of the employee's description of the job. It should be completed in either your own handwriting or typed and it must be signed and dated.

1. Briefly describe the functions performed by the unit in which the employee works

2. What do you consider the most important responsibilities of this position?	
3. What types of formal education, specialized training, related work experience, certification, licensure, or registration, and other specialized requirements should be required <u>at entry</u> for this job?	
4. How many months would it take a new employee in this position to perform at the level that a fully experienced individual performs?	
5. Indicate the statement which most nearly describes the difficulty and general complexity of the work performed in this position.	
	The work is routine or highly repetitive and simple in nature with little or no choice of action.
	The work is routine or repetitive and follows clearly prescribed standard practice involving straightforward application of readily understood rules and procedures. The employees may make minor decisions, usually of relatively little importance, which <u>affect efficiency</u> of the operation rather than accuracy, correctness, or quality of work.
	The work is generally routine or standardized but involves a choice of action within limits defined by standard practices and instructions. It also requires applying established rules and procedures and making decisions that may affect quality, accuracy, or utility of results.
	The work is generally semi-routine or diversified and requires judgment in applying broader aspects of established practices and procedures to problems and situations not falling clearly within the limitations of accepted standards and precedents. The employee works toward assigned objectives, sometimes adopting or modifying methods and standards to meet changing conditions.
	The work is governed generally by broad instructions, objectives, and policies, usually involving frequently changing conditions and problems. It requires considerable judgment to apply factual background and fundamental principles in developing problem- solving approaches and techniques.
X	The work requires analysis of broad problems, the planning of interrelated activities, and sometimes the coordination of efforts of more than one major department or division. The employee works out programs and approaches to major problems using recognized general principals.
	The work involves responsibility for consideration and analysis of major problems for the organization. It requires development of data and recommendations influencing decisions on long-term policies relating to major functions where no precedent has been established.
6. Class of your position	
Certification of Immediate Supervisor: I certify that I have reviewed the entries made by the employee on this form and agree that they are accurate and complete; I also certify that the entries in this section are my own and to the best of my knowledge are accurate and complete.	
Signature	Date

The following area may be used by the agency as a place for documentation of the essential functions for this position. Factors to consider in determining if a functions is essential include, but are not limited to: whether the position exists to perform that function; the number of employees available to perform that job function or among whom the performance of that function can be distributed; and the degree of expertise or skill required to perform the function.

<b>Duty Statements</b>		<b>Essential</b>
<b>1</b>	Plan, direct and coordinate distance learning projects and activities.	Yes
<b>2</b>	Establish objectives, standards and control measures for distance learning projects/activities.	Yes
<b>3</b>	Provide technical expertise and consultation associated with distance learning projects.	Yes
<b>4</b>	Supervise all aspects of distance learning related grants.	Yes
<b>5</b>	Serve as liaison between MAET, other agencies and organizations, grant partners, and participants.	Yes
<b>6</b>	Account for all assigned inventory items and follow agency procedures for inventory control	Yes
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		
LIFTING / WEIGHT REQUIREMENT _____ YES _____ NO _____ POUNDS		
<b>Signature</b>		