



Position Title: Part-Time Live Text Workshop Presenter

Job Code: 8104

Reports To: School Director, Education

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Live Text Workshop Presenter provides student training and support in the use of Live Text for School of Education programs.

Duties & Responsibilities:

- Conducts general Live Text workshops for School of Education bachelor's degree seeking students at the 3 main campuses
- Presents Live Text information to specifically identified courses for the School of Education
- Assists students with E-Portfolios at 3 campuses on a rotating schedule
- Assists students by answering emails and other communication
- Trains Computer Courtyard personnel in the accurate use of Live Text
- Provides reports on students served
- Reviews processes and procedures for Live Text and makes suggestions for improvement
- Attends job-related meetings
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from a regionally accredited institution and three (3) years of related experience
- Expert knowledge of Live Text
- Familiarity with E-Portfolio standards for the Florida Educator Accomplished Practices
- Self-motivated and able to work independently or with minimal supervision
- Possess strong interpersonal and organizational skills
- Proven experience in dealing with faculty, students, administrators, and the general public using tact, poise, patience and courtesy; must be a team player
- Ability to prioritize and organize multiple tasks to meet deadlines
- Precise and exacting in work product
- Able to work effectively with people in a multi-cultural, multi-ethnic environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name