



To: Interested Parties

From: Shae Hopkins

Date: August 28, 2017

A handwritten signature in blue ink that reads "Shae Hopkins". The signature is written in a cursive, flowing style.

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Kentucky Educational Television has the following full-time job opening.

**JOB TITLE:** Education Consultant, North Central Region

**REPORTS TO:** Director, K-12 School Services

**RESPONSIBILITIES:**

**Essential Duties:** include the following:

Make quality contacts and/or provide consultation services (via face-to-face meetings and site visits; through district, regional, or state/national conferences; or via online technology) to 100% of assigned schools, districts, and postsecondary universities in the region, on a two-year cycle, providing services and fostering awareness and effective utilization of KET resources to address individual school and district goals.

Develop, deliver, and evaluate workshops and trainings in effective use of technology, multimedia, and KET's broad range educational services and resources.

Promote KET professional development, distance learning courses, and multimedia resources that support Kentucky standards.

Collaborate with the P-12 Instructional Resources unit and other Education units on the planning, production, distribution, promotion, and evaluation of education projects and resources and design and deliver consultations/trainings to ensure their effective utilization.

Collaborate interdepartmentally and with outside educational individuals/agencies in the creation, acquisition, and assessment of KET instructional multimedia resources.

Collaborate interdepartmentally and with outside educational individuals/agencies in the implementation, promotion, and evaluation of special projects that meet education needs within education consultant's region.

Document and evaluate interactions and activities on a daily, monthly, and yearly basis; maintain distribution list of contacts in assigned region; and use this information and other means to measure impact and ascertain education needs in the state.

Organize and conduct regional meetings and preservice workshops, participate in a variety of statewide conferences, and represent KET at various education and education technology events/organizations.

Engage in ongoing professional development to ensure up-to-date knowledge of instructional best practices, education technology, and Kentucky education issues.

Other duties as assigned.

**Position Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform

the essential functions.

Bachelor's degree plus five years of professional level experience in teaching, school administration, work in curriculum design, media, or a related field. Master's degree may substitute for up to two years of required experience.

- Skilled in developing and presenting dynamic workshops for education audiences.
- Knowledge of and experience using education technology, software, and equipment strongly desired.
- Excellent communication, social media, collaboration, and presentation skills.

Travel and a vehicle are required.

**SALARY:**

Dependent on qualifications and experience.

**CONTACT:**

Please send state application, cover letter and resume to be received no later than September 11, 2017 to: Employment and Recruiting, KET, 600 Cooper Drive, Lexington, Kentucky 40502, email to [jobs@ket.org](mailto:jobs@ket.org), or send via fax to 859-258-7765. Equal Opportunity Employer