



TIE Learning Specialist Position

(position announced 4/8/21 -- deadline to apply, 12:00 PM MDT 4/21/21)

“We learn, teach and lead to promote innovative and relevant uses of technology and learning to advance education and the future of students.”

Learn more about this mission and about our organization [here](#).

TIE Learning Specialists provide a variety of professional services to schools in South Dakota and the surrounding region. The ideal candidate will be someone who has deep content knowledge in a specific area, is well versed across several content areas and is also highly motivated to learn on the job to develop additional expertise to meet emerging needs. We are a nimble and flexible organization that customizes our skills and expertise to meet current and future educational needs. The ideal candidate will be good at handling a variety of tasks and assignments simultaneously, with high attention to detail. Organization and accuracy are required to manage the complexities of the work. TIE Learning Specialists work directly with school personnel so they must be able to communicate effectively in a friendly and empathetic manner when responding to a wide variety of learning situations -- excellent interpersonal skills are a must. Successful Learning Specialists are self-disciplined and self-starters who can design, build and deliver effective learning experiences for adults. They can carry out work independently, and they can work cooperatively and collaboratively with teams. Learning Specialists must be capable of facilitating their work with the latest technologies. They make efficient use of technologies to increase their own efficiency, to leverage the learning as they deploy work, and to model effective uses for constituents.

We are considering applicants interested in full-time work and in part-time work. Full time positions range from 180 to 210 days. The days are negotiable for part time work, but generally part time employees work 115 days or less. Single health benefits and South Dakota retirement benefits are included in the salary package for full time positions ([see BHSSC employee page for more details](#)). TIE Learning Specialists generally office at the [TIE building](#) or sometimes work from remote locations. Some assignments require regional travel, some require extensive overnight travel across the region and some assignments require air travel across the country. The work day can be variable. Some assignments and timelines may require evening and weekend work or travel. Salary will depend on educational qualifications and experience.

General Expectations:

- Ability to diagnose learning needs for each assignment, establish clear understanding of learning outcomes, and design experiences for adult learners accordingly
- Complete assignments successfully by working independently or collaboratively with assigned team
- Collaborate effectively and respectfully with team members by articulating expectations, displaying professional adult behaviors, maintaining open lines of communication and being clear about roles and relationships
- Communicate with school district personnel and other representatives effectively and consistently as required, both in person and through the utilization of electronic methods
- Submit evaluation and other reports to stakeholders and TIE Director as necessitated by assignment
- Maintain an accurate calendar and accounting of work days
- Promote the organization and use organizational resources wisely
- Contribute to the development of short and long term goals for the organization

Statement of Skills, Knowledge & Abilities:

- Knowledge of principles and practices related to adult learning
- Strong and polished interpersonal, written and oral communication skills
- Creative, strategic and analytical thinker with the ability to manage multiple projects
- Knowledge about and willingness to expand skills to work across cultures (intercultural agility)
- Master's degree or equivalent experience (preferred)
- Highly organized and able to work well with others
- Desire to contribute to a collaborative, not competitive work environment
- Knowledge of Microsoft Office and standard computer applications as well as experience with a variety of contemporary web-based applications and productivity tools
- Desire to be a lifelong learner and contributor to the field of education
- Awareness of and interest in contemporary trends in education
- Familiarity with the SD Department of Education regulations and processes
- Flexible and adaptable with the ability assume a variety of roles on short notice

To apply, please complete the following tasks:

- Email a resume or vita and letter of introduction to TIE Director, Dr. Julie Mathiesen at jmathiesen@tie.net and cc btomich@tie.net.
 - Please structure your email subject line as follows:
TIE Learning Specialist Position: Firstname Lastname
 - Please name your attached files (or links to docs viewable online) using this structure:
Lastname.Resume or **Lastname.Vita** and **Lastname.IntroLetter**.
 - Your letter of introduction may include any range of topics you deem appropriate. Please also include information that describes the skill set and added value you can bring to the TIE organization.
- Complete [this online survey](#) to provide some information about your demographics and preferences for a work environment.

Timeline and important dates for hiring process (subject to modification):

- Application window open from 4/8/21 to midnight MDT on 4/21/21.
- Applicants will be notified on or before 4/23/21 if they have been chosen to proceed to the next step in the hiring process.
- Applicants proceeding to the next step will be invited for a 15 minute online interview via webinar to be scheduled April 26-30, 2021.
- On or before 4/30/2021 applicants will be notified about proceeding to an in-person interview.
- In-person interviews will be conducted May 3-7, 2021 at the **TIE office**. We will work with candidates to accommodate current work obligations if this timeframe is not ideal. In-person interviews will consist of the following: a 20 minute performance task where the candidate will provide a professional learning presentation, a 30 minute interview by the TIE panel, and a 10 minute timeframe where the candidate can ask questions of the TIE panel.
- Candidates will be notified on or about May 10 of their status in regard to employment with the TIE organization.