



IT Educator

The St. Charles Public Library is a vibrant community hub dedicated to fostering lifelong learning and providing exceptional services to our patrons. Our IT Department is seeking an enthusiastic and knowledgeable IT Educator to join our team and help guide our community in navigating the ever-evolving world of technology. You will be the go-to expert for providing technology training and support to library users and staff. Your role will involve developing and delivering engaging tech workshops, one-on-one training sessions, and assisting with the implementation of new technologies. You will work closely with library staff and patrons to enhance their digital skills and ensure they can make the most of our technological resources.

This position is a full-time, salaried, exempt position. The schedule is 37.5 hours a week, in person, one evening a week, and weekend availability. This individual reports to our IT Manager.

ESSENTIAL FUNCTIONS:

- Responsible for evaluating patron's and staff's technology needs and current resources to create and offer training programs for patrons and training classes for staff.
- Create training strategies, initiatives, and material.
- Test and review new training materials.
- Conducts training classes for one-on-one and group settings.
- Develops Makerspace offerings and supports production and use of Library resources.
- Evaluates training effectiveness through assessments and feedback.

EDUCATION AND EXPERIENCE: Bachelor's degree in a technology major and one year of experience as an educator, trainer corporate training specialist; OR an equivalent combination of education, training and experience.

SALARY: \$44,997 minimum - \$59,996 midpoint - \$74,995 maximum; offers are generally made within the minimum to the midpoint range, depending on qualifications, experience, and internal equity.

BENEFITS:

- Four (4) weeks of paid vacation, twelve (12) sick days, three (3) personal days, eight (8) holidays.

- Comprehensive benefits package including health, dental, and vision insurance.
- Retirement savings plan (IMRF).
- Optional 457b deferred compensation enrollment.
- Professional development opportunities and support for continuing education.

TO APPLY: Ready to embark on the next chapter of your library career? Submit a cover letter and resume to: hr-applicants@scpld.org, Attention: Sarah Pistilli, IT Manager. Applications are available on our website: <https://www.scpld.org/>

The St. Charles Public Library is an Equal Opportunity Employer