

EMPLOYEE WORK PROFILE

WORK DESCRIPTION/PERFORMANCE PLAN

PART I –	
1. Employee Name: [REDACTED] Position Number: [REDACTED]	2. Agency Name & Code; Division/Department: Lord Fairfax Community College - 298
3. Work Location Code: 069	4. Occupational Family & Career Group:
5. Role Title & Code: Information Technology Specialist III, #298R0126	6. Pay Band:
7. Work Title: Digital Librarian, Knowledge to Work	8. SOC Title & Code:
9. Level Indicator: <input checked="" type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Manager Employees supervised: Does employee supervisor 2 or more employees (FTEs)? <input type="checkbox"/> Yes <input type="checkbox"/> No	10. FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt Exemption/Partial Exemption Test (if applicable)
11. Supervisor's Position Number:	12. Supervisor's Role Title: Executive Director, Knowledge to Work
13. EEO Code: <input checked="" type="checkbox"/> B - Professional	14. Effective Date:

PART II – Work Description & Performance Plan
15. Organizational Objective: To provide an educational search engine/portal of superior quality that will help learners find free and low-cost, credit and non-credit learning resources tied to competencies and credentials, including badges, certificates, and degrees for Knowledge to Work.
16. Purpose of Position: Find, evaluate, and catalog digital learning objects and open educational resources for the educational search engine and portal Knowledge to Work. Collaborate with faculty members to locate suitable educational resources tied to competencies and credentials. Assist in the creation of the Knowledge to Work database.
17. KSA's and or competencies required to successfully perform the work: Knowledge: Knowledge of blended learning techniques and information literacy concepts preferred. Experience with digital learning objects/open educational resources. Skills: Demonstrated written and oral communication skills. Abilities: Ability to set priorities and manage work and deadlines independently. Ability to work in a collaborative team.
18. Education, Experience, Licensure, Certification required: <ul style="list-style-type: none"> • Bachelor's degree from accredited institution in related field required • Master's degree in field related to instructional design/library science preferred • Two + years of experience developing, evaluating, and/or working with digital learning objects/open educational resources required • Experience using learning object repositories and other search engines for digital learning resources such as MOOCs, online courses, and e-internships preferred • Experience with web design and the range of available web technologies preferred

19. %Time	20. Core Responsibilities (List in order of importance from highest to lowest percentage)	21. Measure for Core Responsibilities
45%	A. Instructional Technology	<ul style="list-style-type: none"> • Find and evaluate digital learning objects, open educational resources, and instructional resources • Collaborate with faculty members to determine the suitability of educational resources for addressing competencies
45%	B. Database Development	<ul style="list-style-type: none"> • Assist the Database Administrator and PHP Programmer in the search engine structure and design • Catalog digital learning objects and open educational resources into database
5%	D. Communications	<ul style="list-style-type: none"> • Present at conferences, webinars, or other meetings on behalf of Knowledge to Work
5%	F. Personal Development	<ul style="list-style-type: none"> • Participate in relevant consortiums and groups (such as C-BEN, CBE4CC, or CCCOER)
0%	Embraces the core values of LFCC.	Learning, High Performance, Integrity, Positive Spirit, Diversity – Promotes and supports these values in job performance, internal and external community/customer service, behaviors.
0%	Follows safe working practices	Obeys health and safety rules and regulations. Attends training, as required.

Knowledge to Work (K2W):

A Portal for Competencies and Individualized Learning

Lord Fairfax Community College (LFCC)

173 Skirmisher Lane

Middletown, VA 22645-1745

KnowledgeToWork.com

HigherEd.org

LFCC.edu



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