

JOB TITLE: EDUCATIONAL TECHNOLOGY SPECIALIST

BASIC FUNCTION

Under the direction of the Director of Technology, or his/her designated Administrator, provide District-wide direction for integrating technology into the school sites, provide expertise in planning and developing strategies to enhance student learning, provide expertise to Information Services which will support the integration of technology into the curriculum, encourages the use of new technologies by staff and assists in training and deployment activities for key projects, including the Student Information System (SIS) and educational software systems.

ESSENTIAL JOB FUNCTIONS

- Provide formal and informal staff development related to research-based effective instructional practices including the effective use of technology
- Conducts demonstration lessons, integrates technology where appropriate
- Implement long-range and short-range planning of technology integration into the teaching and learning practices within the classrooms
- Participates in developing District goals for instructional use of existing and emerging information technologies
- Assists and trains staff at school sites and departments in researching, purchasing and the implementation of new technologies
- Develops objectives that address changing technologies in relation to the District's technology standards
- Directs and coordinates focus groups and subcommittees involved in applying technology within their departments and/or sites
- Monitors inventory records of educational software licenses and assists the Director in reviewing licensing models
- Prepares, schedules and conducts technology training for classified and certificated staff
- Maintains current knowledge of technology trends in education, curriculum and other pertinent areas
- Provides Network oversight to include the Children's Internet Protection Act
- Performs related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Establish and maintain cooperative and effective working relationships with others
- Prepare clear, complete and concise reports
- Understand and follow oral and written directions
- Analyze cost information and make mathematical calculations with accuracy and speed
- Work independently with little direction
- Communicate effectively both orally and in writing
- Maintain a work pace appropriate to an assigned workload
- Coordinate group/committee activities

Knowledge of:

- Methods, procedures, materials and techniques used in the installation and maintenance of computers and computer systems: including hardware and software, policies, regulations and guidelines relating to purchase and use of software and web-based services
- Current advances in educational technology
- Educational technology applications including, Kidspiration, Renaissance Learning, Microsoft productivity software
- Safety practices and procedures

Ability to:

- Provide direction for instructional technology selection, planning, development and implementation
- Provide guidance and support for District-wide needs in instruction and administration
- Provide technical expertise in the development and implementation of curricula that integrates appropriate technologies, as well as to assist and train teachers in using instructional strategies that take advantage of available resources
- Provide appropriate staff development for end users
- Resolve problems that may include equipment failure, LAN/WAN problems, vendor performance, and other technology-related matters
- Define needs and make recommendations related to instructional technology services
- Deliver recommendations and status clearly and concisely
- Interpret, explain, and apply rules, regulations, policies and procedures
- Analyze situations and adopt an effective course of action
- Lead and provide key information for technology projects
- Meet schedules, budgets and timelines
- Plan and organize work
- Manage a wide range of job duties simultaneously

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)
- Climbing ladders and stairs
- Reaching overhead, above the shoulders or horizontally
- Bending, kneeling or crouching to reach objects
- Walking and standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and computer repair tools
- Perceiving the nature of sound, visual acuity (near and far) and depth perception
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Five years increasingly responsible experience in technology, computer operations or in a related field that includes technological support is required. A minimum of three years of experience in an educational environment is highly desirable.

Education:

A Bachelor's degree is required. A major in computer science, information science, or related engineering field.

LICENSE AND/OR CERTIFICATE REQUIREMENTS

- Valid California Class C driver's license

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier
- Employees in this classification are subject to random drug testing as prescribed by Federal law