



## **EDUCATIONAL TECHNOLOGY SPECIALIST**

### **JOB SUMMARY**

Under general supervision of the Director of Educational Technology and/or Assistant Superintendent of Educational Services, will assist with digital curriculum, professional development, data reports, and oversee the student technical assistance program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides first point of contact to site staff with use of district software applications
- Assists in developing minimum grade level technology expectations
- Provides support for staff in accessing and using digital curriculum reports
- Manages the online professional development portal
- Creates digital support materials for teacher training
- Supports CAASPP testing
- Directs the student technical assistance program and supports the advisors at each site
- Assists students creating digital videos and other media
- Performs tasks such as adding user accounts, creating and printing reports, locating resources on the district portal, and submitting IT tickets
- Manages the iPad application lists
- Assists with parent communication regarding digital curriculum
- Attends specialized training to learn and train staff to use new equipment and/or programs
- Other related duties as assigned

### **QUALIFICATIONS**

#### **Knowledge of:**

- Educational programs, applications and standards
- Technology devices, software applications, and procedures
- District policies, rules, and regulations
- Methods used in compiling statistical reports
- Data processing and keyboarding
- Correct English usage, spelling, grammar, punctuation and composition

#### **Ability to:**

- Work with elementary school-age students
- Perform a variety of complex technical tasks with accuracy and speed
- Demonstrate effective time-management, organizational skills, and prioritize of work
- Be flexible, patient, and able to work under pressure
- Effectively communicate technical information
- Compose correspondence independently
- Demonstrable ability to research new technology and troubleshooting methods in this ever-changing field

- Proficiently operate technology devices and standard office equipment
- Understand, carry out and give oral and written instructions
- Work cooperatively and collaboratively with others
- Speak before groups of people with poise, voice control and confidence

**Education and Experience:**

- Bachelor of Arts or Bachelor of Science or any combination of education, experience, and/or training equivalent to graduation from a recognized college or university
- Experience in educational technology in a school or district setting

**PHYSICAL DEMANDS**

- Persons performing service in this position may exert 15 to 50 pounds to lift, carry, push, pull, or otherwise move objects
- This type of work involves sitting a portion of the time, but will involve walking or standing for brief periods
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions

**WORK ENVIRONMENT**

- While performing the duties of this job, the employee occasionally works in outside weather conditions
- The noise level in the work environment is usually moderate
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Group XX, Class XX

Approved: June 23, 2015