JOB DESCRIPTION
San Diego County Office of Education

Instructional Technology Specialist

Purpose Statement

The job of Instructional Technology Specialist is done for the purpose/s of assisting teachers and stakeholders in the use of educational technology and other programs and related activities; providing information to others; implementing and maintaining services within established guidelines and standards; and facilitates the use of educational technology in district including with administrators.

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. scholarships, courses, train the trainer, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Maintains websites and databases for the purpose of delivering service in compliance with established guidelines.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Provides coaching and training for SDCOE and district staff for the purpose of integrating technology and software systems.
- Researches, writes and presents grant information for the purpose of securing alternative funding.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing data; applying curriculum and instructional techniques; facilitating meetings.
KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; meeting deadlines and schedules; working with detailed information/data.

Responsibility
Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Minimum Qualifications:

Experience
Three years work experience with integration of technology for instructional programs in an educational setting.

Education
Bachelors degree in education, information technology, or related field.

Equivalency
Any combination of education and experience equivalent to a bachelor’s degree in education, information technology, or related field, and three years work experience with integration of technology for instructional programs in an educational setting.

Required Testing
N/A

Certificates
Valid Driver’s License & Evidence of Insurability

Continuing Educ./Training
N/A

Clearances
Criminal Background Clearance
Criminal Justice Fingerprint/Background Clearance
Drug Test
Proof of physical examination including TB Screen

FLSA State: Exempt
Salary Range: Classified Management, Grade 35
Personnel Commission Approved: ___ October 19, 2016 ___