

JOB DESCRIPTION
San Diego County Office of Education

Project Specialist, Educational Technology

Purpose Statement

The job of Project Specialist, Educational Technology is done for the purpose/s of providing educational technology integration services, support, and resources to San Diego County school districts and charter schools.

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work assigned to and performed by employees assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Essential Functions

- Assists in the development and delivery of strategic planning, guidance, and professional learning support for San Diego County school districts and charter schools.
- Assists in the identification and alignment of learning priorities with educational technology resources.
- Serves as a source of information for educational technology integration and learning throughout San Diego County and California.
- Provides leadership and support to districts to implement Digital Citizenship programs for k-12 students as well as adults, parents, and guardians.
- Represents San Diego County on statewide committees that focus on educational technology and blended and online learning opportunities.
- Provides professional learning events/development in educational technology integration, including blended and online learning and on-demand strategies.
- Provides leadership and support to districts to promote 21st century Digital Literacy skills for k-12 students.
- Supports and/or leads SDCOE county-wide technology initiatives, such as the Information Technology career pathways programs.
- Assists in the delivery and development of online learning certification programs for San Diego county districts and charter schools.

- Assists in the coordination of technological infrastructure needed to support e-learning curriculum and tools for modern technology integrations.
- Supports and/or manages the implementation of sound learning design and pedagogical practices as it relates to educational technology integration with teaching and learning.
- Maintains familiarity with recognized educational technology standards and assist school districts and charter schools with the implementation of those standards.
- Researches and promotes innovation of emerging technologies that support modern educational technology integrations.
- Assists with marketing efforts and activities to promote the growth of educational technology strategies to integrate with district learning programs.
- Assists districts and charter schools in the development and/or alignment of A-G coursework approval for online courses for high school students.
- Provides leadership and support to districts and SDCOE staff to implement the identified LMS platform for K-12 students and adult learners.
- Researches a variety of educational and assistive technology topics for the purpose of maintaining knowledge of current best practices to support individualized, accessible learning.
- Researches, plans, and develops educational technology training materials to support individualized, accessible learning for teachers, administrators, counselors, and other school staff.

Other Functions

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

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Human centered and socially conscious leadership;

Required of school district organization;

California standards, Common Core State Standards, technology standards, assessment and accountability;

Laws and regulations related to learning resources and educational technology;

Multi-media development, learning networks, online instruction and emerging technologies.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Required to deliver professional learning/development in the area of educational technology;

Write technical reports;

Read and interpret related legislation;

Advocate for technology aligned with academic goals;

Define clear goals and strategies for projects;
 Evaluate progress toward achievement;
 Plan and manage multiple projects simultaneously;
 Communicate effectively both orally and in writing;
 Work independently as well as a member of a team;
 Establish effective working relationships with staff, school district personnel, students and the public.

Working Environment

ENVIRONMENT:

Duties are typically performed in an office setting.
 May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

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. The job generally requires sitting, walking, and standing. The job is performed in a generally hazard-free environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: Bachelor’s degree in education, education management, or a related field; and

Experience: Three (3) years of experience that includes technology integration experience. Experience and certification in online and blended learning is highly desirable; or

Equivalency: Any combination of education and experience equivalent to possession of a bachelor’s degree in education, education management, or a related field, and three (3) years of experience that includes technology integration experience.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid CA Teaching Credential
 Valid CA Driver’s License

Continuing Educ./Training

As needed to maintain required certificates/licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
 Physical Exam including drug screen
 Tuberculosis Clearance

FLSA Status: Exempt

Salary Grade: Certificated Management, Grade 035

Approval Date: 11/2011

Approved by: Executive Director, Human Resources Services

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