

SCHOOL DISTRICT OF BAKER COUNTY JOB DESCRIPTION

INSTRUCTIONAL TECHNOLOGY SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree or higher.
- (2) At least three (3) years of successful classroom teaching experience with demonstrated ability regarding the use and integration of educational technologies.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have an in-depth knowledge of and experience in installing microcomputer operating systems using local area networks. Specific experience with Ethernet systems and server software are highly desirable. Experience with network bridging and router protocols, and network diagnostic tools and procedures is highly desirable. A background in personal communications and designing and implementing training of users in software programs is desirable.

REPORTS TO:

Executive Director for Support Services

JOB GOAL

To support, design and deliver faculty training in educational technology, both at the district and individual site levels. To work productively with district staff, principals and classroom teachers in all areas of concern regarding the implementation and integration of educational technology.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Provide training opportunities for teachers, administrators, and district personnel in computer literacy, desired application proficiency and emerging technology.
- (2) Support school improvement efforts related to the technology plan in all district schools.
- (3) Assist teachers in implementing technology into their classroom individually, and in small groups.
- (4) Arrange awareness/informational demonstrations of instructional technologies by vendors and state agencies. Coordinate visits to model technology schools as requested.
- (5) Assist in writing grants related to educational technology(s).
- (6) Assist in the installation and operation of instructional and administrative software.
- (7) Serve as a resource for the resolution of problems with computer software and hardware in either a referral capacity or resolver.
- (8) Assist schools in the optimization of existing technology resources and acquisition decisions for additional technologies and related systems.
- (9) Maintain knowledge of operating systems, for dominant platforms and related

INSTRUCTIONAL TECHNOLOGY SPECIALIST (Continued)

- decisions regarding updates.
- (10) Assist in the evaluation of educational software.
 - (11) Assist in the design and updating of the District Educational Technology Plan.
 - (12) Work toward the provision of training for parents in the use of technology available for their children.
 - (13) Assist teachers and administrators in the selection of software by maintaining a district software preview lab. Coordinate the acquisition of software for the above lab.
 - (14) Publish and distribute information regarding educational technology for technology contracts.
 - (15) Perform other related duties as assigned by the program coordinator.

PHYSICAL REQUIREMENTS:

Medium Work. Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8