

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

INSTRUCTIONAL TECHNOLOGY SPECIALIST

DEFINITION:

Under the direction of the Principal or designee, the Instructional Technology Specialist is responsible to plan, organize, coordinate and implement site-based instructional technologies. Provides direction, oversight, training, and development for instructional technology functions, including web portal, school technology plans, planning and presenting technology related professional development. Performs other related duties as assigned by supervisor.

DIRECTLY RESPONSIBLE TO:

Site Administrator

SUPERVISION OVER:

None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, coordinates, and implements the educational services, training activities, instructional resources, support functions, and professional development related to instructional technology for assigned site personnel.
- Develops informational materials for Charter students.
- Maintains social media and website for Charter.
- Provides technical assistance and professional development to assigned site administrators, teachers, and staff to enhance the educational effectiveness of technology.
- Articulates, maintains, and reports student data in technology-based platforms as part of school oversight and functionality, including student enrollment data.
- Serves as the DASS Site (LEA) Coordinator and prepares reports as appropriate.
- Articulates data and prepares and/or inputs information to be included in the WASC, LCAP, CALPADS, Dashboard (LCFF), SARC, SBAC, and Advisory Council reporting systems.
- Serves as the Coordinator for CAASPP and ELPAC for assigned sites. Trains, provides direction, and verifies certification completion for proctors.
- Creates test administration calendars for schools, and updates electronic student score credentials in TOMs.
- Assists in preparation of annual preliminary budgets for assigned subject or technical instructional areas; reviews and evaluates budget data, report data and authorizes expenditures in accordance with established limitations.
- Submits technology support tickets through the county ticket system for assigned site personnel, maintaining inventory and technology records of all technology incidents and assisting technology team.
- Monitors security cameras at Charter and reports to Administrator or authorities as needed.

MINIMUM QUALIFICATIONS:

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Education, Training and Experience:

- High school diploma or equivalent is required.
- One or more years of successful experience in an education environment and/or instructional technology related position.

Knowledge of:

- How technology is used to increase effective instruction.
- Practices, procedures and skills involved in the development, training and implementation of professional development.
- Budget preparation.
- Policies, regulations and procedures of DASS, Dashboard, CAASPP and ELPAC.
- Educational methods, practices and standards related to technology regulations, Yuba County Office of Education (YCOE) Technology policies and procedures, codes, to assure compliance with standards and requirements.

Skills and Abilities:

- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Provide guidance and technical assistance concerning instructional technology, related content, standards, practices, and procedures.
- Operate computers, software, presentation equipment, office equipment and other technology at an advanced level.
- Facilitate groups in technological planning, problem solving and decision making.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively in both oral and written form; read, understand and follow instructions.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic backgrounds, and physical and learning disabilities of staff, students, and the community.

Physical Requirements:

- Bending at the waist, kneeling or crouching; climbing or balancing on a stepstool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects on an intermittent basis. Requires two or more persons or a hand truck/cart to lift 50 pounds or more.

YUBA COUNTY OFFICE OF EDUCATION
Classified Job Description

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Classified

Salary Range: G

Approval Date: September 17, 2025