

SCHOOL-BASED TECHNOLOGY SPECIALIST

JOB INFORMATION

Position Code:	01613
Schedule/Grade:	Unified Scale-Schedule B/Grade 005
Contract Length:	219-day
FLSA Status:	Exempt
Department/Office:	School-based
Job Family:	Educational Support Services
Reports To:	School-based administrator
Supervises:	No direct reports
Date Established:	January 2000
Last Revised:	August 2019

POSITION SUMMARY

Provides school-based leadership, planning, coaching, and instructional support to educators at assigned school to support student learning and student achievement through the integration of technology; collaborates with appropriate instructional and technical staff to assist, manage, and optimize the use of instructional technology resources to support quality teaching and learning.

MAJOR DUTIES/ESSENTIAL FUNCTIONS

1. Provides leadership in developing and implementing goals and strategies for the integration of technology to support instruction and innovation.
2. Uses research-based instructional best practices in the integration of classroom technology to coach and support teachers in creating learner-centered environments.
3. Collaborates with, coaches, and plans with instructional staff to use best practices, data, and high-impact instructional strategies for instruction, intervention, and enrichment.
4. Assesses the instructional value of, promotes, and uses existing technologies to support teaching and learning.
5. Works with school leadership to plan for, model, and promote digital citizenship and the equitable access to technology for teachers and students.
6. Uses research-based adult learning strategies to plan for and establish professional learning experiences for the school's instructional staff and administrators that support individual needs and professional growth in instructional technology integration and innovation.
7. Creates and implements a personalized plan for professional learning that supports their own personal growth, knowledge, and expertise.
8. Works with and supports school leadership in using approved communication and collaboration tools to keep the school connected with local and global communities.
9. Guides and supports instructional personnel in the management of classroom instructional technology.
10. Works independently and collaboratively with colleagues.
11. Serves as a member of the school planning team, a member of the teacher leadership team, a consultant to the administrative team, and the site point-of-contact for instructional technology.
12. Performs related duties as required or assigned.

SUPERVISION RECEIVED OR GIVEN

Receives general supervision from a school-based administrator and guidance from central office instructional technology integration personnel. May provide guidance and assistance to full-, part-time, and/or hourly employees, as required.

POSITION QUALIFICATIONS

DESCRIPTION	MINIMUM REQUIRED	PREFERRED
EDUCATION	Bachelor's degree in education or a related field, supplemented by coursework in instructional technology, innovative learning practices, adult learning, and/or instructional design.	
PROFESSIONAL EXPERIENCE	Three (3) years of progressive experience integrating technologies within the classroom.	
PROFESSIONAL CERTIFICATION AND/OR LICENSURE	Educational license with endorsement in any discipline.	
KNOWLEDGE/ SKILLS/ABILITIES	<ul style="list-style-type: none">• Knowledge of curriculum, instructional methods, and adult learners.• Basic knowledge of educational applications and web-based applications.• Ability to use and integrate technology as needed in the performance of all duties and responsibilities.• Ability to develop, implement, and evaluate quality instruction and programs for students and teachers.• Ability to coach and mentor.• Ability to successfully manage multiple tasks, projects, and responsibilities.• Critical thinking skills to render solutions to various issues.• Ability to manage resources effectively.• Ability to identify needs, create plans, and initiate actions independently.• Excellent collaboration and communication skills, both written and verbal.	

WORK ENVIRONMENT / PHYSICAL REQUIREMENTS:

The work environment and physical demands described herein are representative of those that must be met by the employee to successfully perform the essential functions this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment and has a noise level of mostly low to moderate. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

While performing the duties of this job, the employee is required to regularly stand; sit; walk; use hands to handle, finger or feel objects, tools, or controls; reach with hands and arms; talk; and hear. The workload may require the employee to sit for extended periods of time. The incumbent must be able to read, do simple math calculations, and withstand moderate amounts of stress. The employee must occasionally lift up to 15 lbs. and/or move up to 100 lbs. Specific vision abilities required by the job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.