

TITLE: EDUCATIONAL TECHNOLOGY SPECIALIST

QUALIFICATIONS:

1. California teaching credential authorizing service in area of assignment
2. Bachelor's degree in appropriate field
3. Successful experience using technology in instructional setting

REPORTS TO: Superintendent or designee

JOB GOAL: To provide district-wide leadership in coordination of educational technology services to schools and departments

PERFORMANCE RESPONSIBILITIES:

1. Functions as district specialist in educational technology; provides leadership in curriculum development, dissemination, and implementation of educational strategies
2. Provides technical expertise in planning and developing technology strategies for use in classrooms to enhance student learning
3. Assumes leadership role in creation and thereafter coordinates district's long-range plans for instructional use of technology; reviews and revises, upon approval, district plan to incorporate technology into classrooms
4. Works with schools and departments to develop and implement plans for acquisition of hardware and software related to educational technology
5. Publicizes district commitments for enhanced student learning using technologies through speaking engagements at schools and through publication of newsletters and other visual aids
6. Provides leadership in assessing inservice education needs; plans and develops education activities for teachers and support staff including demonstrations, workshops, orientations and group meetings; conducts inservice activities for district staff
7. Encourages parents and community members to become involved with district plans for educational technology uses in classrooms
8. Establishes and maintains positive relationships with business leaders, organizations and groups at the local, state and national levels interested in educational technology and various applications in the classroom
9. Chairs or participates in committees, conferences, workshops, professional development activities and research to keep informed of latest offerings in educational technology
10. Assists in development of grant proposals; obtains or helps obtain funding sources for special pilots and projects
11. Acts as resource for new and remodeled facilities utilizing new equipment and technologies
12. Works with schools and departments to develop and implement plans for acquisition and maintenance of hardware and software
13. Performs other duties as assigned

TERMS OF EMPLOYMENT: Salary and work year to be according to current schedule; teacher salary schedule

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

