

JOB DESCRIPTION
Grossmont Union High School District

EDUCATIONAL TECHNOLOGY SPECIALIST

Purpose Statement:

The job of Educational Technology Specialist is done for the purpose/s of interfacing with teachers to facilitate the integration of knowledge into teaching and learning by developing and conducting training classes on application software products; maintaining training facility resources and equipment; providing input and recommendations regarding software purchases and both site and district technology plans; and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

This job reports to Director, Educational Technology

Essential Functions

- Collaborates with BTSA program administrators to plan and manage technology requirements for the purpose of assisting all teachers participating in the BTSA program.
- Designs and leads professional development programs for the purpose of increasing student performance using technology.
- Develops computerized solutions (e.g. customizing and/or designing electronic documents, creating and/or updating user databases, specialized queries, etc.) for the purpose of providing users with information customized to their specific needs.
- Develops user job aids and online library of supplements for the purpose of enhancing staff ability to utilize software application.
- Installs instructional software applications for the purpose of providing operational computer technology and instructional materials.
- Maintains a variety of files, documents and/or records (e.g. reports, logs, databases, agreements, licenses, etc.) for the purpose of documenting activities, providing written, and complying with mandated requirements.
- Maintains department websites and MySQL database for the purpose of delivering service in conformance with established regulations.
- Maintains instructional software applications for the purpose of providing up-to-date resources for classroom use.
- Oversees assigned projects and/or program components (e.g. grant tracking, training facility inventory, electronic lesson plan database, teacher survey, etc.) for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in developing and monitoring districtwide software standards for the purpose of minimizing costs and ensuring data compatibility.
- Prepares documentation (e.g. reports, instructions, memos, etc.) for the purpose of providing written support and/or conveying information.
- Recommends computer hardware and software application acquisitions for the purpose of assisting with the design and implementation of the district master plan for technology.
- Trains certificated staff in the use of Instructional and District standard software products for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software.
- Trains new employees on district data & communicating protocols and acceptable use policies for the purpose of ensuring the efficient use of District technology and compliance with District policies.

Other Functions

- Assists other personnel as may be required for the purpose of contributing to the efficiency and effectiveness of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications including web page editing programs such as Dreamweaver and web development using server-side scripting in PHP and MySQL; preparing and maintaining accurate records; planning and managing projects; strong writing ability; and instructional design skills.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: CA State credentialing requirements related to technology, methods, procedures, materials and techniques used in the installation and maintenance of computer and computer systems including both hardware and software; create multimedia and digital video presentations and promotions; policies, regulation and guidelines as they relate to use of software (specifically, copyright laws and the use of licensed equipment and materials); and educational and classroom management software.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team, and ability to mentor teachers.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within specialized field is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

As required for position

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability
Advanced training in Educational Technology

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Approval Date

6/15/2006

Salary Grade

Unit II 62