

INSTRUCTIONAL TECHNOLOGY SPECIALIST

Purpose Statement:

The job of Instructional Technology Specialist is done for the purpose/s of developing and maintaining district databases for student assessment and student health care; coordinating staff development and training in technology for both certificated and classified personnel; resolving related operational issues and providing technical support to district staff.

Essential Functions

- Chairs technology committee for the purpose of establishing districtwide standards for technology; conveying and/or gathering information required to perform functions.
- Develops database and network applications including analysis, testing and documenting requirements for the purpose of ensuring that district resources are effectively utilized.
- Maintains database and network applications including analysis, testing and documenting requirements (e.g. district databases, V-ED system, district intranet, web home page, etc.) for the purpose of ensuring that district resources are effectively utilized.
- Prepares written materials (e.g. reports, memos, letters, inventory, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares/writes grant applications (e.g. E-Rate, locates state and federal funds available for technology, etc.) for the purpose of assessing, preparing and evaluating documents and contributing to district publications.
- Recommends software applications for the purpose of keeping abreast of emerging technology used in conjunction with curriculum.
- Serves as a technical resource to site and district staff for the purpose of conveying information on current and future technology and providing staff development activities.
- Trains site and district staff (e.g. email, internet access/resources, both Macintosh/PC applications, etc.) for the purpose of providing information on the operation and maintenance of computer systems and/or providing instruction on technology integration into the curriculum.
- Updates district web site for the purpose of ensuring accuracy of information and consistency of format.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Develops summer school programs for students involving science and technology for the purpose of enhancing the educational experience.

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: utilizing pertinent application and operating system software; developing applications/queries utilizing current generation software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: current generation application and operating system software including Macintosh, Windows NT, internet and intranet protocols; and safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different 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 variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating technical information to non-technical audiences; meeting deadlines and schedules; setting priorities; adapting to changing work priorities; and developing effective working relationships.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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, 15% walking, and 25% standing. The job is performed under in a clean atmosphere.

Experience Job related experience within specialized field is required.

Education Bachelors degree in job related area.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Valid State Driver's License & Evidence of Insurability

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Grade</u>
Non Exempt	4/24/2002	Clfsd 40