

Program Specialist II – Instructional Technology

Classified Position - 7333

<u>Salary</u> Category 2 per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Assistant Superintendent of Technology & Personnel
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SCOPE OF RESPONSIBILITIES

- Provides professional-level technical assistance to District and school instructional staff in the development, monitoring and implementation of instructional technology projects
- Promotes the use of technologies to support student achievement in the pre K-12 classroom
- Provides leadership, staff development, and instructional support to all instructional and administrative staff
- Serves as a liaison between school and district technology initiatives and school based implementation and support for administrators and teachers
- Develops and offers district wide instructional technology education for teachers and administrative staff
- Assists in the development and implementation of curriculum and technology integration projects.
- Provides instructional staff with the essential support needed to complete technology-based instructional management and productivity functions
- Collaborates with appropriate instructional and technical staff to support, manage, optimize the use of instructional software, and network resources to support quality teaching and learning

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Provides professional-level technical assistance to District and school instructional staff in the development, monitoring and implementation of instructional technology; interpret standard practices and procedures
2. Assist designated supervisor in short-range and long-range planning as assigned
3. Work cooperatively with the designated coordinator, program directors and other specialists in assessing and addressing the District's priorities and needs and in developing, reviewing and revising instructional technology projects as assigned
4. Research past and current practices in areas assigned and integrate research in areas of responsibility
5. Oversee and direct the work of committees and task forces as assigned
6. Work cooperatively with the designated coordinator and staff development personnel to provide in-service training in instructional technology
7. Work closely with District and school staff to obtain information regarding the effectiveness of assigned programs or activities
8. Provide technical assistance to District and school staff in the area of instructional technology
9. Assure compliance with local, State and federal regulations and procedures related to instructional technology
10. Collaborates with teachers in composing effective technology infused, content based lessons, and supports the teachers as they implement the lessons in their classrooms
11. Promotes model instructional practices and the role of technology in them
12. Articulates appropriate instructional technology practices as described in technology standards for students, and teachers
13. Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups
14. Collaborates in the evaluation, selection and implementation of instructional technology materials and software.
15. Assists with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives such as NCLB, and the Technology Standards for teachers and students

16. Works with curriculum staff to develop and implement technology enhanced curriculum integration projects
17. Provides leadership in developing and implementing technology plans and serves on the building technology committee (s)
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19. Collaborates with School Administrators, Library Media Specialists, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives
20. Conducts research about advancements in technology tools and resources to inform decision-making
21. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology
22. Coordinates technology related grant projects, community outreach projects and fund raisers
23. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field
24. Participates in workshops and meetings required by the Department of Instructional Technology and Information Service
25. Conducts staff development and supports community awareness initiatives
26. Maintains regular and predictable attendance
27. Adheres to the professional code of ethics
28. Successfully utilizes technology as appropriate in job function
29. Performs other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Record-keeping techniques
- Oral and written communication skills
- Public speaking techniques
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities
- Interpersonal skills using tact, patience and courtesy
- Principles of training and providing work direction
- Technical aspects of field of specialty

ABILITY TO:

- Provide technical assistance to District and school personnel in instructional technology
- Oversee the work of committees and task forces
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compile and verify data and prepare reports
- Prioritize and schedule work
- Maintain current knowledge of program rules, regulations, requirements and restrictions
- Maintain current knowledge of technological advances in the field
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

MINIMUM QUALIFICATIONS

1. A minimum of four years' experience delivering and integrating technology in instructional programs for Pre K – 12 students

