

Computer Training Specialist

Classified Position - 7527

<u>Salary</u> Category 3A per Salary Schedule	<u>Days</u> 200	<u>Reports to:</u> CIO/Director of Technology
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SCOPE OF RESPONSIBILITIES

- 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. Collaborates with teachers in composing effective technology infused, content based lessons, and supports the teachers as they implement the lessons in their classrooms
2. Promotes model instructional practices and the role of technology in them
3. Articulates appropriate instructional technology practices as described in technology standards for students, and teachers
4. 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
5. Collaborates in the evaluation, selection and implementation of instructional technology materials and software.
6. Assists with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives
7. Works with curriculum staff to develop and implement technology enhanced curriculum integration projects
8. Provides leadership in developing and implementing technology plans and serves on the building technology committee(s).
9. Collaborates with School Administrators, Library Media Specialists, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives
10. Conducts research about advancements in technology tools and resources to inform decision-making
11. Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology
12. Coordinates technology related grant projects, community outreach projects and fund raisers
13. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field
14. Participates in workshops and meetings required by the Department of Technology
15. Conducts staff development and supports community awareness initiatives
16. Maintains regular and predictable attendance
17. Adheres to the professional code of ethics
18. Successfully utilizes technology as appropriate in job function
19. Performs other duties as assigned

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Effective technology instructional strategies
- Process and strategies used in implementing instructional technology plans
- New computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments

ABILITY TO:

- Listen to others and remain receptive to new ideas
- Address criticism in an appropriate manner and develop constructive outcomes
- Effectively educate/mentor technology users
- Establish and maintain positive, effective working relationships with staff, students, and the community
- Make effective use of time, organizational skills, and prioritization of work to meet the needs of the users
- Communicate effectively, both orally and in writing
- Acquire new knowledge regarding technology
- Demonstrate initiative, flexibility, and the ability to work independently
- Be enthusiastic for the use of technology
- Excellent human relations and interpersonal skills
- Design and deliver technology-enhanced instruction
- Work as a team with technology and school staff

MINIMUM QUALIFICATIONS

1. A minimum of two years' experience delivering and integrating technology in an education or corporate environment.
2. Demonstrate ability to design and deliver technology-enhanced instruction.
3. Demonstrate knowledge of new computer, video, communication, and web-based technologies.
4. Demonstrate ability to organize time and data effectively.