



CERES UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Title:	District Education Technology Specialist	Reports To:	Director of Curriculum and Instruction, Director of IT
Salary:	Administrative Salary Schedule (Range 2)	Classification:	Certificated/Administrative
FLSA:	Exempt (salaried)	Work Year:	202 Work Days
Board Ratified:	PENDING		

BASIC FUNCTION:

Under the direction of the Director of Curriculum and Instruction and Director of Information Technology, provides technical and instructional support and expertise to district staff members in the use of instructional technology including professional development.

REPRESENTATIVE DUTIES:

- Support teachers in the implementation of instructional technology hardware and applications by providing training, on-site and in-class demonstrations, as well as through electronic and print communications.
- Work with Information Technology and Education Services Departments to ensure student data and teacher access to the programs is properly established and regularly updated.
- Work cooperatively with Information Technology staff and vendors to resolve instructional hardware or software issues at the school sites.
- Prepare written documentation of work provided and other reports as assigned.
- Responsible for research, assessment, training and implementation of effective programs in technology with particular emphasis on educational instruction, curriculum and site needs.
- Exercises general supervision over classified, technical personnel as assigned.
- Communicate and demonstrate researched-based instructional practices, including the use of educational technology.
- Facilitate professional learning related to effective instructional strategies through classroom based coaching.
- Collaboratively design and implement staff development related to effective teaching strategies focused on student achievement.
- Meet regularly with district curriculum staff to collaborate on the implementation of district programs at the site level.
- Communicate regularly with site principals to coordinate the implementation of district programs at the site and classroom level.
- Participate in ongoing professional growth opportunities to keep current with educational technology trends and practices.
- Support the philosophy and vision of the Ceres Unified School District.
- Other duties as assigned.

KNOWLEDGE AND ABILITIES:

- **Knowledge and application of:** Curriculum and instructional strategies; Standards-based instruction, Direct Instruction, Technology Standards, and District Technology Plan. Instructional technology applications and use for curriculum integration. Computer hardware and software systems operation, limitations, and diagnostic techniques.

Ability to:

- Provide high quality training to district staff on instructional technology use
- Use a variety of instructional technology hardware and software effectively
- Work effectively with a wide variety of organizations and with people of all socioeconomic and cultural backgrounds
- Understand, implement, and give complex oral and written directions in English
- Maintain cooperative relationships with those contacted in the course of work
- Compose clear, complete and concise correspondence and reports independently using correct grammar, syntax, punctuation, and spelling
- Maintain a positive, professional, and competent personal presentation as an educator

CREDENTIALS, EDUCATION AND EXPERIENCE:**Credentials:**

- Valid California Teaching Credential
- Administrative Credential Preferred
- CBEST

Education: Bachelor of Arts or higher degree from an accredited college or university

Experience:

- Five or more years teaching in an educational environment utilizing computer and other instructional technologies, as an instructional tool integrated into curriculum subject areas
- Successful experience in interacting and working with peers

Supervision: Works under minimal supervision of the Director of Curriculum and Instruction and Director Information Technology

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands to handle, or feel objects, tools, or controls, talk, and hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds individually or with assistance. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment entails a variety of work settings in varied locations; therefore, mobility is critical. The work settings can include a school office, classrooms, meeting rooms, students' homes, and public places. Personal vehicle is required for travel related to the work assignment.