

JOB DESCRIPTION
San Diego County Office of Education

Instructional Technology Specialist

Purpose Statement

The job of Instructional Technology Specialist is done for the purpose/s of assisting teachers and stakeholders in the use of educational technology and other programs and related activities; providing information to others; implementing and maintaining services within established guidelines and standards; and facilitates the use of educational technology in district including with administrators.

Essential Functions

- Collaborates with others (e.g. district personnel, other district personnel, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. scholarships, courses, train the trainer, etc.) for the purpose of meeting District and/or grant/program guidelines.
- Maintains websites and databases for the purpose of delivering service in compliance with established guidelines.
- Maintains a variety of manual and electronic files and/or records for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of program-mandated reports for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Provides coaching and training for SDCOE and district staff for the purpose of integrating technology and software systems.
- Researches, writes and presents grant information for the purpose of securing alternative funding.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; analyzing data; applying curriculum and instructional techniques; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related 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 defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. 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 ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; meeting deadlines and schedules; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

Minimum Qualifications:

- Experience** Three years work experience with integration of technology for instructional programs in an educational setting.
- Education** Bachelors degree in education, information technology, or related field.
- Equivalency** Any combination of education and experience equivalent to a bachelor's degree in education, information technology, or related field, and three years work experience with integration of technology for instructional programs in an educational setting.

Required Testing

N/A

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

N/A

Clearances

Criminal Background Clearance
Criminal Justice Fingerprint/Background Clearance

Drug Test

Proof of physical examination including TB
Screen

FLSA State: Exempt

Salary Range: Classified Management, Grade 35

Personnel Commission Approved: October 19, 2016