

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Project Specialist, Educational Technology**

**Purpose Statement**

The job of Project Specialist, Educational Technology is done for the purpose/s of providing educational technology integration services, support, and resources to San Diego County school districts and charter schools.

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**Essential Functions**

This position description is intended to describe the general nature and level of work assigned to and performed by employees assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

- Assists in the development and delivery of strategic planning, guidance, and professional learning support for San Diego County school districts and charter schools.
- Assists in the identification and alignment of learning priorities with educational technology resources.
- Serves as a source of information for educational technology integration and learning throughout San Diego County and California.
- Provides leadership and support to districts to implement Digital Citizenship programs for k-12 students as well as adults, parents, and guardians.
- Represents San Diego County on statewide committees that focus on educational technology and blended and online learning opportunities.
- Provides professional learning events/development in educational technology integration, including blended and online learning and on-demand strategies.
- Provides leadership and support to districts to promote 21<sup>st</sup> century Digital Literacy skills for k-12 students.
- Supports and/or leads SDCOE county-wide technology initiatives, such as the Information Technology career pathways programs.
- Assists in the delivery and development of online learning certification programs for San Diego county districts and charter schools.
- Assists in the coordination of technological infrastructure needed to support e-learning curriculum and tools for modern technology integrations.
- Supports and/or manages the implementation of sound learning design and pedagogical practices as it relates to educational technology integration with teaching and learning.
- Maintains familiarity with recognized educational technology standards and assist school districts and charter schools with the implementation of those standards.

- Researches and promotes innovation of emerging technologies that support modern educational technology integrations.
- Assists with marketing efforts and activities to promote the growth of educational technology strategies to integrate with district learning programs.
- Assists districts and charter schools in the development and/or alignment of A-G coursework approval for online courses for high school students.

### **Other Functions**

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

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS required include planning and managing projects; preparing and maintaining accurate records; analyzing data; conducting interviews; conducting meetings; counseling and mentoring employees; facilitating meetings; planning agendas/meetings; operating standard office equipment, including using a variety of software applications.

KNOWLEDGE required of school district organization; California standards, Common Core State Standards, technology standards, assessment and accountability; laws and regulations related to learning resources and educational technology; multi-media development, learning networks, online instruction and emerging technologies.

ABILITY is required to deliver professional learning/development in the area of educational technology; write technical reports; read and interpret related legislation; advocate for technology aligned with academic goals; define clear goals and strategies for projects; evaluate progress toward achievement; plan and manage multiple projects simultaneously; communicate effectively both orally and in writing; work independently as well as a member of a team; establish effective working relationships with staff, school district personnel, students and the public.

#### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing services in a department; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

#### **Working Environment**

Office setting. 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. The job generally requires 60% sitting, 30% walking, and 10% standing. The job is performed in a generally hazard-free environment.

**Experience:** Three (3) years of experience that includes technology integration experience. Experience and certification in online and blended learning is highly desirable.

**Education:** Bachelor's degree in education, education management, or a related field.

**Equivalency:** Any combination of education and experience equivalent to possession of a bachelor's degree in education, education management, or a related field, and three (3) years of experience that includes technology integration experience.

**Required Testing**

N/A

**Certificates/Licenses**

Valid CA Teaching Credential

Valid CA Driver's License

**Continuing Educ./Training**

As needed to maintain required certificates/licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including Tuberculosis Clearance

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 035

Created: 11/2011

Revised: 10/2015, 7/2018

Executive Director, Human Resources Approval: 7/2018