

Policy GFAEG: Job Description: Educational Technology Specialist

Status: DRAFT

Original Adopted Date: 05/11/2020 | **Last Revised Date:** 06/10/2024 | **Last Reviewed Date:** 06/10/2024

SUMMARY:

The primary purpose of the Educational Technology (EdTech) Specialist is to provide instruction, training, and resources to assist the faculty in integrating appropriate and innovative technologies to support, enhance, and extend student learning in a manner that contributes to high student academic performance in Jackson County School District.

ESSENTIAL FUNCTIONS:

- Act as a liaison between technology and curriculum, including participation in curriculum meetings.
- New teacher technology integration mentoring.
- Content-specific training on effective technology integration practices.
- Dissect and analyze data leading to technology integration-related instructional changes.
- Guidance with all district-provided programs and resources.
- Curriculum development and organization related to technology integration.
- Collaboration and assistance with all technology and curriculum department activities.
- Assistance with technical implementation and troubleshooting of academic programs and resources.
- Assistance with support of all technology and curriculum initiatives as required as liaisons between the technology and curriculum departments.
- Provide a conduit for expressing classroom technology concerns and improvements to the Office of Technology.
- Participate in ongoing professional development through attendance at educational technology workshops and conferences for networking and attending sessions to, in turn, provide professional development and resources for teachers.
- Maintain detailed reports of trainings, transformed classrooms, and other data that show the position's activity.
- Train School Technology Leaders on district education technology initiatives
- Collaborate with School Technology Leaders to create and implement effective training plans
- Supervise school technology leaders on given tasks to support teacher professional development.
- Investigate software functionality promptly for optimal professional development.
- Collaborate with vendors and customer service representatives to analyze usage, software updates, new strategies, and best practices for district software to ensure the highest professional growth.

The absence of specific statements of duties does not exclude those tasks from the position if the work is similar, related, or a logical assignment of the position.

REPORTING STRUCTURE:

This position reports to the Director of Information Technology and the administrator of educational technology with supervision by the Assistant Director of Educational Technology.

QUALIFICATION REQUIREMENTS:

The requirements listed below are representative of the knowledge, skills and ability required to successfully perform the essential functions of this position.

EDUCATIONAL AND/OR EXPERIENCE:

- Bachelor's Degree, Master's Preferred, Educational Technology Degree Preferred.
- Be able to obtain a valid class "A" MS Educator License within a calendar year.
- Five (5) Years Teaching Experience.
- Demonstrated ability to lead teachers in the implementation of research-based effective programs to successfully meet all state curriculum requirements.

- Extensive knowledge, experience, and successful implementation of educational technology in a school setting.

SPECIAL QUALIFICATIONS:

Advanced Technology and Instructional skills are required to perform the essential functions of this position.

LANGUAGE AND REASONING SKILLS:

The ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

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.

This position requires sitting and standing for moderate periods of time, and the ability to see and hear and the ability to lift and/or carry up to 25 pounds as needed.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position typically works in a well-lit, climate-controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.

TERMS OF EMPLOYMENT:

To be employed for 232 days per year. Salary to be established by school board policy GGBC. This position is funded through federal grants. In the event that Federal funding for this position is no longer available, the district may choose to eliminate this position.

EVALUATION:

Evaluation of this position will be performed by the Director of Information Technology Director and the administrator of educational technology. Assistant Director of Educational Technology. Criteria for success will include: surveys, formal training plans, and delivered trainings.
