

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: TECHNOLOGY INTEGRATION SUPPORT SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Technology Services develops and provides training to trainers and individuals on all technology in the District (includes all administrative and instructional technology); supports schools in the implementation of technology throughout the District; conducts observations and provides feedback to teachers as well as providing formal and informal staff development related to technology; conducts short term and long term projects as assigned on effective use of technology.

ESSENTIAL FUNCTIONS:

Plan and implement new Technology Training programs throughout the school district.

Model high expectations, conduct demonstration lessons, and assist with curriculum development, planning and pacing of the program.

Provide instructional support in technology curriculum and staff development; coordinate staff development programs for various school sites; collaborate with others to identify staff development needs.

Assist district in parent education related to the technology programs.

Assist with formal and informal technology skills assessment and assist staff with analyzing and interpreting data.

Evaluate software in terms of its effectiveness.

Use student performance data in working with staff to develop site goals and plans for improvement of the implementation of technology.

Support and collaborate with site administrators.

Work in collaboration with the site technology resource teachers and with all of Technology Services team members.

Execute and prepare such forms, records, and reports as may be called for in the management of the program.

Participate in the development and implementation of short and long range technology training strategies.

Keep professional skills updated and consistent with current technology services systems and software in use in the district.

Attend training sessions, locally or out of town, as appropriate.

Maintain a professional, respectful, and cooperative working relationship with all employees.

Perform other duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Adult/child development and learning theory.

School climate and culture.

Technology practices, research and methodologies.

Effective instructional strategies, e.g., direct instruction, grouping strategies, English Language

Development strategies.

A variety of standardized and performance based assessment practices.

District technology.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper lifting techniques.

Modern office practices, procedures and equipment.

ABILITY TO:

Plan and implement new Technology Training programs throughout the district.

Provide effective coaching and technical feedback.

Assess school climate and culture as they effect the learning environment.

Work successfully with administrators, teachers, students, and parents.

Provide coherent demonstration lessons and assist staff in providing this same level of instruction.

Provide staff development, which fosters sustained instructional improvement.

Assist in parent education related to technology programs.

Assist staff in assessing, analyzing and interpreting technology data.

Evaluate software.

Work with staff to develop site goals and plans for improvement of the implementation of technology.

Execute and prepare forms, records and reports.

Develop and implement short and long range technology training strategies.

Attend training sessions.

Maintain current knowledge of technological advances in the field.

Plan and organize work.

Speak and write clearly and effectively.

Plan and manage new projects.
Meet schedules and timelines.
Communicate effectively both orally and in writing.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a keyboard.
See to view computer monitor and read a variety of materials.
Sit for extended periods of time.
Use proper lifting methods.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree and college-level course work necessary to complete required credentialing program and three years of successful classroom teaching experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid California Class C driver's license.
Floor-lift 40 pounds.
Year round work schedule (181 days).

WORKING CONDITIONS:

ENVIRONMENT:

Office and classroom environment.
Driving a vehicle to conduct work.