

PARK CITY SCHOOL DISTRICT
JOB DESCRIPTION
EDUCATIONAL TECHNOLOGY SPECIALIST

DEFINITION:

Under the direction of an assigned Site Administrator, provide site-based technology support at an assigned elementary or secondary school to maximize the use and impact of educational technology in a school's instructional process; define, configure and assure timely set-up, availability and troubleshooting of educational technology; provide site-based coordination for all online testing systems and test administration; enhance teacher and student knowledge and utilization of learning technology through support, planning, training, system annotation and advocacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Define, configure and assure timely set-up, availability and troubleshooting of educational technology; integrate educational technology into an assigned school sites.
- Coordinate online testing and test administration operations and activities; schedule and set-up testing, set-up accounts, provide online testing training; track student/class test completion; ensure all student make-up tests are completed.
- Ensure compliance with district and State time lines related to computer-based testing and with providing student-based accommodations
- Coordinate the start of school technology readiness; (e.g. set-up of classroom technology, testing of work group software, conferencing, printer set-up and logins; provide teachers with student logins and ensure online educational resources are set-up in a timely manner; facilitate the close of school process including student laptop collection to ensure school technology equipment is accounted for during and outside of the school scheduled.
- Collaborate with the technology department on coordinating school technology equipment refresh plans, annual image/re-imaging and software updates (e.g. communicate the process and schedule to teachers and highlight preparation such as clean-ups and back-ups).
- Develop and deliver teacher and student trainings to foster full utilization of purchased online educational resources; provide proctor training as needed.
- Facilitate student laptop distribution (e.g. scheduling, communicating process to parents, students, and staff; manage database of required PCSD Acceptable Use Policy (AUP), Electronic Device Agreement (EDA) forms, parent orientation, deductibles, etc.
- Facilitates technology needs of new students (e.g. by ensuring receipt of required technology forms and parent orientation, requesting computer login and accounts, assigning laptop and initial training on proper laptop care and logging into school related accounts).
- Identify online content that supports classroom lessons for teachers, school staff and students (e.g. enhance a teacher's options for content utilization and lesson integration through innovated use of school technology; ensure easy on-going information access for teachers and students, pro-actively offer content options and easy access to after-school programs).
- Troubleshoot and identify causes of technical problems; champion on-site technology problem identification, analysis, escalation, and resolution; promote safe/smart computing practices that will better ensure problem avoidance).
- Maintain an assigned school website including website reviews and requests to block/unblock websites; manage webpages for PTSO, Community Council and other entities as needed; assure proper use of webpages by teachers and staff in accordance with District policies guidelines and procedures
- Manage, configure, and maintain all student and staff iPads and iPods; coordinate the installation of software and related applications.
- Prepare and maintain of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; compose correspondence informing parents/guardians about deductibles owed; maintain receipt and storage of required technology forms.

- Manage an assigned budget; coordinate supplies and/or maintenance for school-based equipment; assist in the annual review of technology resources in place for replacement needs; emerging demands; and district-wide leverage options.
- Manage school technology project proposals and assist with project implementation, process and project closings.
- Review, prioritize and manage new school technology requests from onset to completion; investigate technology to determine validity based on need, existing technologies, and comparability.
- Monitor and schedule use of school-based technology (e.g. computer labs, notebook carts, camera, tablets, projectors, smart boards); promote student compliance with District technology policies, agreements and procedures.
- Facilitate new school staff on-boarding including managing required District forms; request computer login accounts, security badges, phone set-up and training on essential technology.
- Facilitate communications from school to parents and students by sending and managing e-blast directories, announcements, notices, newsletters, events and messages.
- Provides school and District level set-up and ongoing data management for student and class information for school's supplemental online education resources and District online educational resources.
- Responds to a variety of requests and inquiries from students, parents, staff, district personnel and guests; provide technical support, advice and operational assistance.
- Provide recommendations on new technology, software, hardware and equipment purchases to incorporate into District's educational technology plan.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Attend a variety of meetings and serve on committees as assigned; conduct training sessions on adopted programs including small group trainings for teachers and staff.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and supplemented by two years of college coursework in computer technology, including local area network, data processing, telecommunications or related field and three years increasingly responsible experience in technology, computer operations or in a related field performing information or educational technology support.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Principles and practices Educational Technology including the acquisition, circulation, development, implementation and use of educational technology and media.
- Curriculum interpretation, application and integration with educational media and technologies.
- Applicable State and ethical testing procedures, rules and practices.
- Current instructional methods, techniques, processes and procedures.
- Local, State and federal standards and requirements governing educational media and technology and the reporting of student data.
- Cabling and peripheral configurations, including scanners, digital camera, smart boards, modems, printers.
- Network administration, virus protection methods and application, network wiring methods; various software applications, and PCSD policies related to processes, purchases and regulations.
- Technology resources available to schools in the County, region and State.
- Computer systems and software applications utilized by the District.

- Staff development principles, practices, strategies, procedures and techniques.
- District organization, operations, policies and objectives.
- Applicable laws, codes, regulations, policies and procedures including student privacy laws and child safety reporting.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Assist in the planning and organizing the operations and activities of the Educational Technology program including the acquisition, circulation, development, implementation and use of educational technology and media.
- Assist in the direction of the circulation, distribution of multimedia, audio-visual equipment, videos and other educational technological media to ensure proper integration with instructional activities and curriculum.
- Conduct staff development activities concerning the use of educational media and technology.
- Research, analyze and recommend the purchase of new technologies and media.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office & Classroom environment.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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