TECHNOLOGY SPECIALIST I

DEFINITION:

Under direction of the Technology Specialist II, serve as the K-8 District resource person for technology education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Act as an elementary resource person, advising all elementary schools on software and hardware purchases. In conjunction with technology mentors, evaluate elementary hardware and software for recommendation to the District Technology Specialist II.
- Provide direction to Technology coordinators.
- Assist with the CommLink publication.
- Advise the District on developments in K-8 educational technology and provide District leadership in this field.
- Train school personnel in courseware evaluation criteria and the use of courseware resources, such as authorizing systems, i.e., Hypercard. Conduct on-going inservice training sessions for elementary staff on the use and integration of Internet, E-mail and various grade-level specific software.
- Act as a liaison for mentors and staff by organizing Macintosh training for all levels. Assist in the management of site-based Apple II and Macintosh Networks.
- Meet with and advise the elementary leadership organization on all technology matters.
- Assist the District Technology Specialist II in meeting with and advising the technology mentors.
- Assist with the preparation of technology replacement lessons.
- Conduct technology tours.
- Attend all District organizational meetings and prepare reports as needed.
- Work as a team member in the Technology Department and perform other duties as assigned by the District Technology Specialist II.

QUALIFICATIONS:

Knowledge of:
    Apple II and Macintosh networks; elementary educational software and coursework; authoring systems, i.e., Hypercard.

Ability to:
    Effectively communicate with Administrative and teaching staff; make sound judgments related to computer usage and applications; prepare clear, complete and concise reports; work independently; maintain and establish cooperative working relationships.

Experience:
    Five years of teaching experience; three years experience in the field of technology; two years experience with curriculum and/or staff development. Administrative experience highly desirable.

Education:
    B.A. degree and teaching credential required; Masters degree is desirable.

<u>Physical Performance Requirements:</u>
Standing, walking, or sitting much of the time with some bending, stooping, squatting and twisting. Light lifting frequently involved.

<u>Licenses:</u>
Possession of valid and appropriate California Driver's License.

Board Approved: June 25, 1996
Revised: September 8, 2009