PROGRAM SPECIALIST I
(Technology)

DEFINITION:

Under direction of the Director, Technology Services, to plan, develop, and coordinate all programs relating to K-12 technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in the planning, development, and coordination of the District's educational technology program.
- Act as a K-12 resource person advising schools on software and hardware purchases and make recommendations. Evaluate hardware and software.
- Evaluate the work and performance of assigned staff. Supervise all site Technology Coordinators.
- Assist in the planning and development of the District web page and web resources, providing guidance and support to sites and departments in creating and maintaining a web page.
- Assist District Coordinator in implementing District-wide instructional goals by recommending appropriate technology solutions.
- Analyze trends in data in identify educational program needs.
- Provide leadership to the District Technology Committee, assisting in the design and implementation of site-based technology plans and retrofitting activities, ensuring alignment with the District Technology Plan.
- Coordinate online learning and online community to improve student learning and staff development.
- Meet with and advise the elementary and secondary leadership organizations on all technology matters.
- Attend County Coordinator meetings and serve as liaison for the District.
- Deliver technology presentations to groups. Conduct and/or coordinate District-wide training for secondary and elementary staff on the use and integration of Internet, E-Mail and various grade-level specific hardware.
- Prepare and technology grants and monitor the budget for technology staff development.
- Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:
 Effective uses of instructional technology, management skills, current trends and promising practice with instructional technology, software and courseware; organizational operations and procedures; how to use instructional, productivity and multi media software; interpret and analyze data; effectively use instructional/technology resources that have been proven to improve student achievement; budget development and oversight; and grant development and evaluation.

Ability to:
 Plan, organize and coordinate all aspects of the educational technology program; communicate effectively both orally and in writing; make sound judgments related to computer usage and applications; prepare and present clear and complete reports and make effective presentations in small and large group settings; work independently; establish and maintain effective working relationships.

Experience:
 Three years of successful professional experience that has provided the knowledge or abilities listed above.

Education:
    Bachelor's Degree required; Master's Degree from an accredited college or university preferred.

Physical Performance Requirements:
    Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:
    Valid California teaching credential and possession of a valid California driver's license. Valid California administrative credential.

Board Approved: June 9, 2009