

## **INSTRUCTIONAL TECHNOLOGY SPECIALIST**

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### **Purpose Statement:**

The job of Instructional Technology Specialist is done for the purpose/s of developing and maintaining district databases for student assessment and student health care; coordinating staff development and training in technology for both certificated and classified personnel; resolving related operational issues and providing technical support to district staff.

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### **Essential Functions**

- Chairs technology committee for the purpose of establishing districtwide standards for technology, conveying and/or gathering information required to perform functions.
- Develops database and network applications including analysis, testing and documenting requirements for the purpose of ensuring that district resources are effectively utilized.
- Maintains database and network applications including analysis, testing and documenting requirements (e.g. district databases, V-ED system, district intranet, web home page, etc.) for the purpose of ensuring that district resources are effectively utilized.
- Prepares written materials (e.g. reports, memos, letters, inventory, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares/writes grant applications (e.g. E-Rate, locates state and federal funds available for technology, etc.) for the purpose of assessing, preparing and evaluating documents and contributing to district publications.
- Recommends software applications for the purpose of keeping abreast of emerging technology used in conjunction with curriculum.
- Serves as a technical resource to site and district staff for the purpose of conveying information on current and future technology and providing staff development activities.
- Trains site and district staff (e.g. email, internet access/resources, both Macintosh/PC applications, etc.) for the purpose of providing information on the operation and maintenance of computer systems and/or providing instruction on technology integration into the curriculum.
- Updates district web site for the purpose of ensuring accuracy of information and consistency of format.

### **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Develops summer school programs for students involving science and technology for the purpose of enhancing the educational experience.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: utilizing pertinent application and operating system software; developing applications/queries utilizing current generation software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: current generation application and operating system software including Macintosh, Windows NT, internet and intranet protocols; and safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating technical information to non-technical audiences; meeting deadlines and schedules; setting priorities; adapting to changing work priorities; and developing effective working relationships.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 60% sitting, 15% walking, and 25% standing. The job is performed under in a clean atmosphere.

**Experience** Job related experience within specialized field is required.

**Education** Bachelors degree in job related area.

**Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam

**Certificates & Licenses**

Valid State Driver's License & Evidence of Insurability

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 40