

JOB DESCRIPTION

March 2023

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

EDUCATIONAL TECHNOLOGY SPECIALIST

General Purpose:

An Educational Technology Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). An Educational Technology Specialist works within the Placer County Office of Education (PCOE) to promote and coordinate technology into the educational process directly benefiting students and educational staff. Responsible for coordination and delivery of technology professional development, facilitating and creating resources, and coaching and supporting staff with the use of curriculum and high-quality instruction.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Design, implement, and support learning opportunities for teachers, staff, and administrators with the intention of building capacity and expertise in the use of educational technology.
- Assess site and classroom needs for professional development and technology integration.
- Follow current research on new technology development in instructional technology and implement it in staff development.
- Participate in professional growth activities such as conferences, classes, staff meetings, and visitations.
- Assist selected teachers, staff and faculty through coaching, professional learning communities, classroom observations, and feedback on effective instructional technology, teaching strategies, lesson design, and co-planning lessons in instructional technology.
- Conduct demonstration lessons and assist with curriculum design and pacing.
- Assist in collecting, interpreting, and applying data and assessment results to improve instructional practice and student learning and adult learning.
- Coordinate with the Information Technology Department for the operation and technical functionality of instructional technology for staff and students, including rostering of students.
- Assist in technology procurement, distribution, and inventory for technology assets.
- Follow policies related to the security of personal data, digital identity, and data privacy.
- Plan and record monthly work schedule in an electronic calendar (Outlook) at least 30 days in advance and record any changes as they occur to ensure accuracy.
- Prepare written reports as required.
- Comply with the rules and regulations set forth in federal and state laws and regulations.
- Implement procedures and policies of the PCOE.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidates must provide proof of employment eligibility and verification of the legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- A Bachelor of Art/Science Degree from an accredited institution of higher learning is required. Master's Degree and additional study/certifications in educational technology preferred, including certifications from Google, Microsoft, and the International Society for Technology for Education (ITSE).

Experience:

- Teaching experience is required for the credential and two years of providing integrated technology in an educational setting is required. Knowledge of assistive technology supports.

Knowledge, Skills, and Abilities:

- Knowledge of current educational technology best practices.
- Knowledge of adult learning theory and effective professional learning practices.
- Knowledge of principles, theories, methods, and techniques, and strategies pertaining to teaching and instruction of students and adults.
- Ability to provide engaging training, coaching, and feedback in various learning environments, including large groups, small groups, and one-on-one.
- Ability to model effective use of technology in both authentic and practice teaching environments.
- Skills with various technologies, including computers, projectors, interactive TVs, etc.
- Proficient use of applications including Google, and Microsoft required. Knowledge of applications such as SIRAS and various educational curriculum platforms is preferred.
- Communicate clearly both verbally and in writing.
- Ability to function as a positive, contributing member of various teams.

Required Testing:

- None

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a valid California teaching credential based upon a bachelor's degree and student teaching

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, and involves continuous contact with staff, and representatives of other agencies.

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Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering, and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table, or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies, and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and in other meetings with or without reasonable accommodation.
- When applicable, the facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, the facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Exempt

Employee Group: Certificated

Salary Grade: Placement based on education and experience

Reviewed and Approved:

Supervisor: Susan J Connolly Date: 4/7/2023
Human Resources: Colleen Satterly Date: 4.7.23