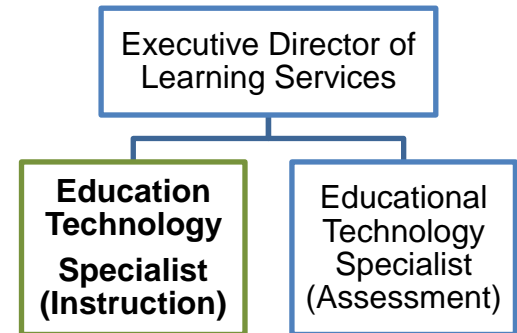


## EDUCATION TECHNOLOGY SPECIALIST

<b>Job Title:</b>	Education Technology Specialist (Instruction Emphasis)
<b>Initial:</b>	January 2013
<b>Revised:</b>	April 2017
<b>Work Year:</b>	261 days
<b>Office:</b>	Education
<b>Department:</b>	Learning Services
<b>Reports To:</b>	Executive Director of Learning Services
<b>FLSA Status:</b>	Exempt
<b>Pay Range:</b>	Professional-Technical Range 3

### Related Organization Chart



**POSITION SUMMARY:** The Educational Technology Specialist (Instruction Emphasis) (ETSI) is the Education Office’s primary advisor for the planning and implementation of educational technology for instructional purposes. The ETSI provides leadership to district staff for all educational uses of Apple systems and applications. The SETS investigates researches, evaluates, and recommends effective and innovative uses of educational technology as a mechanism for improving student learning.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

#### Planning—To provide leadership for educational technology planning, the ETSI will:

- Create and implement short and long term goals to improve student learning outcomes through instructional technology support.
- Participate as an active and influential member on technology, data integration and instructional planning teams.
- Participate in educational technology strategic planning efforts including providing input into the IT master plan, knowledge management and data privacy.
- Advocate for technology enhanced instructional tools.
- Serve as the district’s primary liaison to Apple and Google vendor representatives for the purchase and implementation of educational technology tools and training services.
- Advise building-level, zone and district leaders in planning for the purchase, deployment and implementation of technology to support student learning.
- Revise processes in response to policy and legislative changes related to educational technology.

#### User Support—To provide support for users of instructional technology, the ETSI will:

- Provide expert-level support for educators in the implementation of educational technology tools to improve learning.
- Provide on-going ad hoc training to empower users at all levels of proficiency to become self-sufficient

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

problem-solvers.

- Design and deliver quality professional development to improve the use of instructional technology for educators and leaders (EdCamps, Aha! Network Courses, Future Classroom Cohort).
- Participate in professional organizations, conferences and trainings to stay abreast of current trends and research in educational technology best-practices.
- Collaborate with District leaders to ensure quality support for educational technology.
- Refer trouble-shooting tasks to the Education Technology Specialist (Assessment Emphasis) Coordinator of Academic Performance or other instruction /IT colleagues and partners as appropriate.

**Oversight—To provide APEx leadership, the ETSI will:**

- Serve as the District’s representative liaison at regional and statewide instructional technology meetings to collaborate with other leaders in the implementation of policies and best-practices.
- Review instructional hardware and software purchases proposed at the building, zone and district-levels to ensure quality support and functionality.
- Serve as a collaborating member of the IT oversight and implementation team, advocating for instructional technology resources and support for educators.
- Assist the District contract and department leaders in developing vendor bids and requests for proposals (RFPs) concerning assessment technology needs.
- Assist in annual E-Rate application process.
- Lead the District’s efforts to ensure data integrity in knowledge management and student-data privacy.
- Serve as the District’s Google Administrator for Education (plans and implements on-going Google training and support, GAFE Summits).
- Report conflicts or deficits in data integrity, or educational technology support and performance to colleagues and supervisor.
- Support the education office in reviewing, writing and revising policies, preparing reports, research, Board of Education updates and agenda items related to educational technology.
- Perform other duties as assigned.

**Supervision & Technical Responsibilities:**

- This position supervises the Education Technology Technician.

**Budget Responsibility:**

- This position does not have any direct budget responsibility.

**QUALIFICATIONS**

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

**Education & Training:** The ETSI must hold a master’s degree or equivalent advanced training in educational technology.

**Experience:**

- Must have a minimum of five (5) years of experience in designing and implementing complex educational technology systems.
- Must have a minimum five years educational experience.

**Knowledge Skills & Abilities:**

- Ability to work well and communicate with faculty, parents and administration.

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- Ability to advocate for technology-supported instruction.
- Ability to draw on experience with and knowledge of networking.
- Excellent oral and written communication and interpersonal relation skills including the ability to effectively communicate technical information to a non-technical audience
- In-depth technical knowledge of Apple OSX and iOS operating systems, and Apple Volume licensing agreements
- Knowledge of information security theories and practices
- Ability to perform, track, and provide the current status of multiple simultaneous tasks
- Ability to keep sensitive information confidential
- Knowledge of best practices for training adults

**Certificates, Licenses, & Registrations:**

- The ETSI should hold or be able to obtain formal Apple technical certification
- Colorado Teacher License Required
- Colorado Principal License Preferred
- Criminal background check required for hire
- Valid Colorado driver's license required for hire

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is frequently required to communicate. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to interact with precise, technical data displayed on a variety of screens and documents.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.