



Educational Technology Specialist

Purpose Statement

The job of Educational Technology Specialist is done for the purpose/s of supporting teachers, curriculum specialist, and instructional coaches in the use of district approved educational technology.

This job is distinguished from similar jobs by the following characteristics: This is a Teacher on Special Assignment position and is non-supervisory.

This job reports to Director of Innovative Learning Initiative

Essential Functions

Advise on the selection of new educational technology, hardware, and software for the purpose of supporting compatibility and integration of new technology with existing technology.

Assists with professional development efforts for the purpose of increasing professional learning for all educators.

Assists teachers and administrators in understanding the ISTE standards for students and educators and the Utah K-12 Computer Science Standards for the purpose of ensuring effective instruction for all students.

Assists administrators with district-wide and school specific professional development related to the use of educational technologies for the purpose of supporting effective instruction for all students.

Attends work regularly to fulfill duties specific to the assignment for the purpose of supporting the educational goals and objective of the district.

Develops and maintains good working relationships with colleagues in all departments for the purpose of maximizing instructional effectiveness and coordinating staff training.

Participates in ongoing professional development for the purpose of improving skills and knowledge needed to stay current with industry trends and best practices.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Provides large group, small group, and individualized trainings as assigned for the purpose of enhancing staff knowledge of educational technology resources and systems.

Researches computer hardware, software applications, and emerging technologies for the purpose of remaining uptoday on industry trends and innovations.

Support development of makerspaces and other innovative learning spaces across the district for the purpose of enhancing learning opportunities for students in the area of technology and STEM.

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 skill based competencies required to satisfactorily perform the functions of the job include: .

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: .

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: .

Responsibility

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

Work 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, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Additional Endorsements preferred
Current Professional Level License

Continuing Educ. / Training:

Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

4/15/2022

Salary Grade

Lane 1 Bachelor's Degree