

CLASSIFICATION TITLE: *Educational Technology Specialist*

Salary Range: 35

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general direction provides training and support to school districts and programs within Sutter County with various software applications and related hardware.

DIRECTLY RESPONSIBLE TO:

Under the immediate supervision of the Professional Development Coordinator.

SUPERVISION OVER:

None, but may coordinate the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Training:

Plans, coordinates, schedules, and presents training classes to education staff; communicates technical information to users in non-technical, clear terms; develops, produces and distributes training schedules; develops, evaluates, and assembles class modules, training materials and handouts; evaluates training programs and assesses training needs; models best practices for integrating technology in the classroom; provides one-on-one training as needed; provides follow-up support and further training assessment to users.

Technical Support:

Prepares sites for implementation of the Smarter Balance Assessment Consortium (SBAC) assessments for the pilot (2014) and subsequent SBAC administrations; assesses hardware and software; assists in entering student data; provides on-site support for instructional use of technology and implementation of technology for school districts and county-operated programs; installs, sets up and maintains technology-related equipment; loads and installs software; provides technical support to customers through diagnosis of problems; assist in the development of site technology plans.

Customer Service:

Determines requirement for service by effectively communicating with teachers and staff; conducts one-on-one or small group computer training for teachers and other staff members; maintains accurate time log; attends and participates in staff meetings and in-service activities; attends workshops, conferences, and classes to increase professional knowledge; stays abreast of new technology and software.

MINIMUM QUALIFICATIONS:

Education:

Any combination of education and training which demonstrates the ability to perform the duties and responsibilities as described; coursework in computer science, information systems, or other related fields preferred.

Training and Experience:

Progressively responsible technical support experience including troubleshooting and installing hardware, software, and other peripheral equipment; experience in presenting training sessions, technology certification desirable.

Required License(s):

Possession of a valid California driver's license; ability and willingness to travel on work assignments; willingness to work additional hours if necessary.

Knowledge of:

Computer hardware, electronics, and electrical principles; uses and operation of computers and peripheral equipment; basic knowledge of troubleshooting techniques; database management, word processing, and electronic spreadsheet computer software applications; user training principles and practices; recent developments, current literature, and sources of information regarding computer systems; proper English spelling and grammar, arithmetic; appropriate recordkeeping techniques.

Ability to:

Operate a variety of highly technical computer equipment and related peripheral equipment; operate modern office equipment; learn the functions and procedures of assigned duties; learn new software products with and without formal training; read, interpret, and apply concepts found in complex technical publications, manuals and other documents; independently set up and operate computer systems and peripheral equipment; identify, analyze, and resolve computer systems and software malfunctions and procedural problems; teach adults to use computer applications; prepare and maintain accurate and complete records; understand and develop solutions to user problems; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; 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 other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.