

INSTRUCTIONAL TECHNOLOGY SPECIALIST

POSITION SUMMARY

Provides clerical and technical assistance and reports directly to the principal or his/her designee in promoting guidance and support for students, faculty and staff within the assigned school for the purpose of promoting confidence and productivity. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Appropriate School/Site Administrator

ESSENTIAL FUNCTIONS

- Sets up and maintains the technology equipment in assigned area(s)
- Ensures equipment is in good running order; coordinates necessary repairs as needed
- Reports all repairs needed to tables, chairs, etc.
 - Maintains computer inventory, as assigned
 - Classifies and catalogues appropriate software data content
 - Orders necessary technology supplies under established guidelines
 - Creates and maintains attractive educational displays. Keeps room(s) organized
 - Assists in the scheduling and operation of the instructional technology equipment lab and maintains a tally of users
 - Prepares special, monthly, and annual user reports
 - Provides in-service and training and prepares abbreviated directions for commonly used equipment
 - Assists in establishing guidelines and enforces rules for equipment usage
 - Reviews appropriate periodicals and submits pertinent data to teachers and supervisor
 - Reviews software ordered by teachers and assists them with usage of it
 - Assists with the direction of word-processing, spreadsheet usage, computer cart and other technology equipment
 - May supervise student aides
- Attends required meetings
- Exhibits patience, courtesy and tact when dealing with others
 - Performs related duties as required

QUALIFICATIONS

A. Required

- High School diploma or GED **and**;
 - An Associate's or higher degree **or**;
 - At least two years of study at an institution of higher education **or**;
 - Passing score on skills assessment
 - Previous experience working with school-aged children

B. Desired

- Previous experience using computer technology in the classroom

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to communicate orally and in writing
- Ability to perform functions requiring manual dexterity
- Ability to perform functions from written and oral instructions
- Ability to sit and/or stand for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend information
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to reach, stoop and carry up to 30 pounds
- Ability to operate digital office and classroom equipment