

St. Helena Unified School District

Position Description

Position: Educational Technology Specialist	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to/Evaluated by:	Salary Grade: 121

Summary

Develops, and delivers technology training resources, services, and activities to teachers and other educational staff. Identifies on-going technology needs and develop programs and materials to meet these needs. Serves as an advanced user of educational database, reporting and analytical applications. Provides technical support for personal computer workstations and networks.

Distinguishing Career Features

The Education Technology Specialist is part of an Information Technology career ladder and requires a demonstrated ability to design and deliver training in the use of desktop productivity software and special programs used in education as well as applications build around relational databases. The Education Technology Specialist is also a well qualified technical specialist in student information databases with the ability to instruct teachers on analyzing demographics and academic performance.

Essential Duties and Responsibilities

- Provides assistance to educators and staff on computer software training needs. Provides technical assistance to educators, staff, and students on using computers and software programs including remote access and on the proper use of peripheral electronic equipment use to enhance presentations and viewing.
- Works closely with educators, staff and other experts to research, develop, coordinate, implement and/or develop new technology training programs in the District. Demonstrates the methods for requesting, extracting, and formatting student data for reports and further analysis.
- Develops training materials for software applications. Evaluate and revamp training materials as appropriate to meet changing technology and user needs.
- Personally conducts classes on software applications such as and not limited to student information databases, spreadsheets, presentation graphics, etc. Maintains records of class attendance.
- Schedules and plans classes, arranges for speakers, workshops, and seminars; conducts workshops and introduces or arranges for others to introduce speakers at other workshops, some of which may be in the evening.
- Consults with administrators and works with integrated database vendors to create and modify data fields and table space. Prepares standing instructions for common reports and custom downloading of information.

- Coordinates and provides special services for instructors, including tutorial assistance on computer equipment and peripherals.
- Troubleshoots problems, installs new software and maintain appropriate files. May update web pages used for help and web-based training.
- Participates with other Technicians to install workstations and networks.
- Maintains current knowledge of advances in educational technology. Evaluates and recommend purchases of computer equipment and software.
- Maintains up-to-date knowledge and skills related to the duties and responsibilities.
- Performs other duties as required to support the objectives of the position.

Qualifications

▪ Knowledge and Skills

Requires specialized knowledge of adult learning methods, instructional design and techniques for computer mediated learning. The position requires in-depth technical knowledge of personal computer operations, including the relationship and usage of various input and output components, business and education support software, and terminology. Requires a working knowledge of Windows and Macintosh operating systems, desktop productivity software, and cross platform issues with application software. Requires a basic knowledge of local area networks for personal computers, and connectivity between servers. Requires knowledge of the uses of new technologies such as web development (HTML, JavaScript, graphics), multimedia tools (PhotoShop, PowerPoint), courseware authoring tools, CD-ROM and other instructional technology. Requires business math skills sufficient to prepare cost estimates. Requires knowledge of English language sufficient to write clear, succinct, step-by-step instructions and explanations. Requires sufficient human relations skill to deliver in-service education to groups and individuals and to explain technical concepts to non-technical staff.

▪ Abilities

Requires the ability to evaluate, design and produce clear training materials, web-based help and training, multimedia demonstrations, and documentation. Requires the ability to organize and coordinate the delivery of training. Requires the ability to deliver in-service instruction to groups with varying degrees of knowledge and skill. Requires the ability to express course goals with imaginative application of technology to existing materials and structures. Requires the ability to convey concepts in writing and orally to individuals and/or groups of diverse backgrounds. Requires the ability to work in a changing environment and manage multiple priorities. Requires the ability to provide workstation and network troubleshooting. Requires the ability to work cooperatively and productively with others.

▪ Physical Abilities

Requires ambulatory ability to move to various office and classroom-type locations and to bend, stoop, crawl and reach to setup and demonstrate equipment. Requires sufficient hand eye coordination and dexterity to make small component connections. Requires sufficient visual acuity to read technical documents and instructions and align small components. Requires sufficient auditory ability to project voice to a group, hear

questions and prompts, and carry on routine conversations. Requires the ability to lift, push, and pull objects of medium weight (less than 40 lbs.) on an occasional basis

- **Education and Experience**

The position requires a Bachelors degree and two years of experience in an Educational Training facility, conducting training and developing training materials.

- **Licenses and Certificates**

May require a valid driver's license.

Working Conditions

Work is performed indoors where minimal safety considerations exist.