

**JOB DESCRIPTION**

**JOB TITLE:** Academic Technology Specialist

**REPORTS TO:** Technology Coordinator/Federal Programs Director

**WORK DAYS/YEAR**: 11 months

**QUALIFICATIONS:**

* Degree preferred
* Valid teacher’s license with appropriate endorsement preferred/ or equivalent experience
* Minimum of five years’ experience with technology integration or in education

**PURPOSE**: This individual will provide training and support to the teachers and staff on technology integration to improve, support and increase student learning to meet the challenging academic content standards. This individual will provide training and support to the teachers and staff on virtual teaching and learning. This individual will also assist teachers to improve communication, enhance thinking skills, make instruction more efficient and develop technological skills and understanding critical to be successful.

**SUMMARY:**

* Develops and provides instructional technology training programs
* Provide training and professional development for individualized learning, small group, large group and workshops as directed
* Collaborate with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology and engage students
* Assist teachers to implement research based digital learning strategies in the classroom setting
* Assist teachers with the use of technological resources to enhance the learning environment of students and staff
* Provide training on use of platforms, web based sites and resources that support instruction and student growth
* Model the integration of technology in all curriculum areas
* Assist teachers to provide strategies to increase student engagement
* Stay current on computer applications and web based programs in schools
* Become familiar with computer and applications used by teachers and students so assistance can be given
* Coordinates librarian technical assistance
* Develops and coordinates school-based instructional technology software and devices.
* Identifies and coordinates community resources to improve instructional technology equipment
* Coordinates with the technology department and assists with the maintenance, repair and upgrade of instructional technology equipment
* Adheres to and communicates copyright, as well as other laws and guidelines, pertaining to the distribution and ethical use of all resources
* Will assist teacher with identifying and problem solving tech equipment
* Other duties as assigned by the Supervisors

**EXPECTATIONS/GOALS**

* Dependable
* Manages time effectively and independently
* Detail-oriented
* Self-Motivated

**TECHNICAL SKILLS:**

* Has a basic knowledge of PC hardware.
* Ability to install and configure basic PC application software.
* Ability to install and configure / train on typical computer peripherals.
* Ability to assist in the delivery and setup of technology equipment.
* Ability to assist in the delivery and setup of student testing.
* Experience in Atrium, Clever, and Amplify preferred

**LANGUAGE SKILLS:**

Must be able to communicate effectively with all levels of staff, co-workers, customers, supervisors, Board Members, and vendors.

**REASONING ABILITY:**

Effective technical problem-solving techniques are mandatory including, but not limited to, software and hardware troubleshooting.

**PHYSICAL DEMANDS:**

Physical demands include but are not limited to driving, bending, lifting,

climbing, walking long distances, pulling and pushing. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.