

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

TECHNOLOGY TRAINING SPECIALIST

QUALIFICATIONS:

- (1) Master's Degree with certification in any instructional area and five (5) years of successful teaching experience, or
- (2) Bachelor's Degree with 10 (10) years experience in the management and operation of an instructional learning system in a school or district level setting.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current research, trends, and best practices in the use of computerized learning systems. Ability to delivery training to individuals and groups. Ability to communicate accurately and effectively, orally and in writing. Ability to plan, organize, and prioritize. Ability to interact effectively with instructional and non-instructional personnel. Ability to use computer hardware and software.

REPORTS TO:

Deputy/Assistant Superintendent

JOB GOAL

To plan, coordinate and deliver instructional and non-instructional inservice for users of a computerized instructional learning system.

SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 3

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Establish goals and objectives for training programs and projects related to the District's instructional learning systems.
- *(2) Plan, organize and implement inservice programs and projects related to the District's instructional learning systems.

TECHNOLOGY TRAINING SPECIALIST (Continued)

- * (3) Assist teachers with the development of appropriate instructional learning system activities that will complement their lesson plans.
- * (4) Perform program evaluations to ensure quality and appropriate usage of the instructional learning systems and make recommendations for improvement.
- * (5) Assist in software problem resolution with software vendors.
- * (6) Serve as a resource for teachers as they continue to incorporate the instructional learning system into their methods and techniques of instruction.

Interagency Communication and Delivery

- * (7) Regularly visit school sites to provide support and principals, teachers and lab proctors using the ILS.
- * (8) Work closely with District and school staffs to support program implementation.
- * (9) Keep the Deputy /Assistant Superintendent informed of potential problems or unusual events.
- * (10) Communicate accurately and effectively with teachers, administrators, support personnel, and vendors.

Professional Growth and Development

- * (11) Attend training events in order to remain current with leading edge training activities that may be offered by the various vendors of instructional learning systems.
- * (12) Provide training and update training on software to teachers, lab proctors, and administrators.
- * (13) Develop annual goals and objectives for professional development consistent with and in support of District goals and priorities.

Systemic Functions

- * (14) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (15) Serve on councils and committees as assigned or appropriate.
- * (16) Consistently represent the District in a position and professional manner.
- (17) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (18) Assist in implementing the District's goals and strategic commitments.
- * (19) Collaborate with District and school leaders in the planning and implementation of District and school priorities.
- * (20) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (21) Use appropriate styles and methods to facilitate task accomplishments.

*Essential Performance Responsibilities