

**Instructional Technology Specialist**

**Summary:**

Under the direction of the site principal: plan, organize, coordinate and implement site-based technologies and services related to instructional technology. Provide direction, oversight, training, and development for instructional technology functions, including web portal, school technology plans, planning and presenting technology related professional development. Provide technical assistance and professional development to administrators, teachers, and staff to enhance the educational effectiveness of technology as a tool to enhance student learning, achievement and technological access. Articulate, maintain, and report student data in technology-based platforms as part of school oversight and functionality.

**Duties & Responsibilities:**

- Plan, organize, coordinate and implement the educational services, training activities, instructional resources, support functions, and professional development related to instructional technology for Charter School personnel;
- Assist in the implementation and development of educational programs and curriculum, projects and services across content areas related to technology;
- Provide guidance and technical assistance to administrators, teachers, students and staff;
- Coordinate, oversee, train and develop site-based technology plan, technology-based professional development;
- Train and provide direction and guidance to site personnel as assigned;
- Maintain current knowledge of educational methods, practices and standards related to technology regulations, Yuba County Office of Education (YCOE) Technology policies and procedures, codes, to assure compliance with standards and requirements;
- Prepare data-driven reports for purposes as assigned and maintain reporting systems as required;
- Articulate data and prepare and/or input information to be included in the WASC, LCAP, CALPADS, Dashboard (LCFF), SARC, SBAC, and Advisory Council reporting systems;
- Serve as the DASS Site (LEA) Coordinator, and prepare reports as appropriate;
- Oversee the site-based student information system and collaborate with appropriate YCOE personnel;
- Assist in preparation of annual preliminary budgets for assigned subject or technical instructional areas; review and evaluate budget data, report data and authorize expenditures in accordance with established limitations;
- Attend and participate in scheduled YCOE Technology meetings as required, task forces, seminars, in-services and conferences as directed. Present information and materials concerning assigned subjects or services;
- Fully support a commitment to ensuring improvement in achievement for all students;
- Other related duties as assigned

**Minimum Job Requirements:**

- Five or more years of successful experience in an education environment and/or instruction technology related position

**Knowledge of:**

- Knowledge of how technology is used to increase effective instruction;
- Practices, procedures and skills involved in the development, training and implementation of professional development;
- Oral and written communication skills that display professionalism;
- Budget preparation;

**Ability to:**

- Establish and maintain cooperative and effective working relationships;
- Provide guidance and technical assistance concerning instructional technology, related content, standards, practices, and procedures;
- Operate computers, software, presentation equipment, office equipment and other technology at an advanced level;
- Facilitate groups in technological planning, problem solving and decision making;
- Meet schedules and timelines;
- Work independently with little direction.

**Working Conditions and Physical Effort:**

- Indoor working environment
- Driving a vehicle to conduct work
- Ability to operate computer keyboard
- Seeing to read a variety of materials
- Sitting or standing for extended periods of time
- Hearing and speaking to exchange information

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