

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Technology Implementation and Curriculum Support

QUALIFICATIONS

- Bachelor's Degree in Instructional or Educational Technology, Education, Computer Science, or related field.
- One (1) to three (3) years of experience working in the areas of digital and/or blended or computer/web-based learning.
- Experience in planning, implementing, supporting, and evaluating digital and blended curriculum in the PK-12 classroom environment.
- Experience in training and supporting adults in the use and implementation of technology.
- Experience in delivery of digital and/or blended curriculum within a PK-12 classroom setting.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of current technology ecosystems in bring-your-own-device (BYOD) and 1:1 computing environments.
- Knowledge of project management concepts.
- Knowledge of district organization, operations, health/safety regulations, and overall objectives.
- Knowledge of principles and practices of leadership, administration, and supervision.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to effectively plan, prioritize, organize, and schedule work to meet established timelines.

SUPERVISION

REPORTS TO Chief Technology Officer
SUPERVISES Assigned Educational Support Personnel

POSITION GOAL

To provide technology implementation assistance to all stakeholders through research, planning, and project management.

PERFORMANCE RESPONSIBILITIES

1. *Participate and provide input for needs-analyses to determine where and how technologies and blended curriculum can be implemented at the school level.
2. *Develop funding models for the technology refresh needed to keep schools technology at acceptable, modern levels.
3. *Coordinate with Teaching and Learning on the minimum requirements for technology to support curriculum initiatives.
4. *Provide school-based support in new construction projects and initiatives.
5. *Partner with school and District-based stakeholders to identify, design/acquire, deliver, and evaluate technology integrations.
6. *Serve as a professional coach/facilitator to model/demonstrate effective implementation of digital and blended teaching strategies.
7. *Create and manage informal and formal feedback loops used as part of the evaluation process for assigned digital and blended learning projects.
8. *Establish and manage communication channels between various stakeholders to include school and District-level personnel, as well as students and parents.
9. *Provide assistance in a lead and/or support role to troubleshoot issues with technologies.
10. *Keep abreast of current and emerging technologies which could be relevant to PK-12 education.
11. Perform other duties as assigned by the Chief Technology Officer.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, computers, presentation systems, and other technology devices

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-10-F \$66,346 - \$101,772

District Salary Schedule
 Months 12
 Annual Days 258
 Weekly Hours 37.5
 Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
 Personnel Category 12
 EEO-5 Line 43
 Function TBD
 Job Code 12 mo 1485
 Job Code 11 mo 1486
 Survey Code 63010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 6, 2021
 February 24, 2015

ADA Information Provided by Tim Harper
 Position Description Prepared by Tim Harper

AO-02-F \$56,837 - \$87,175

District Salary Schedule
 Months 11
 Annual Days 221
 Weekly Hours 37.5
 Annual Hours 1657.5