

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Technology Implementation

QUALIFICATIONS

- Bachelor's Degree in Instructional or Educational Technology, Education or Computer Science.
- Five (5) years of experience working in the area of instructional applications.

KNOWLEDGE, SKILLS, ABILITIES

- Proficiency in the use of computer hardware and software as related to specific job functions.
- Strong communication and interpersonal skills.
- Ability to work as part of a team.
- Experienced in delivering training to adults/teachers.
- Extensive working knowledge and experience in the use of Windows and Macintosh platforms.
- Evidence of experience in the integration of technology into curriculum (preferred).

SUPERVISION

REPORTS TO Manager, IS Technology Implementation
SUPERVISES No supervisory duties

POSITION GOAL

To provide support for the implementation of instructional technology projects.

PERFORMANCE RESPONSIBILITIES

1. *Provide technical consulting assistance related to systems and software to school personnel.
2. *Provide support for Windows and Macintosh based hardware and software in order to assist schools with the integration of technology into all subject areas.
3. *Maintain and support ESC computer labs (stationary as well as wireless cart systems) including any software/hardware preview activities as needed.
4. *Research software/hardware solutions for instructional purposes.
5. *Maintain a proactive role in understanding and evaluating Macintosh (Apple) and Windows based products.
6. *Assist with training of staff on Apple specific hardware/software.
7. *Manage the district wide filter system and provide statistical data when requested.
8. *Assist with the development and maintenance of the media and technology information website (MATI).
9. *Manage and support school website development tools.
10. *Maintain and support e-learning platforms. (i.e. Blackboard, distance learning products, blog and wiki tools).
11. *Coordinate, administer and support the installation of the instructional wireless systems.
12. *Evaluate instructional software accompanying textbook adoptions for hardware specifications and compatibility.
13. *Provide backup support for presentation hardware in the ESC Board Room and other ESC training rooms.
14. Perform other duties as assigned by the IS Technology Implementation Manager.

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EQUIPMENT / MATERIALS

Standard office equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met

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.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-D \$45,429 - \$80,675
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBA
Personnel Category 15
EEO-5 Line 50
Function 6200
Job Code 1645
Survey Code 62083

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

January 22, 2008
June 15, 1993

ADA Information Provided by Claire Robinson
Position Description Prepared by Claire Robinson