

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SPECIALIST, INSTRUCTIONAL TECHNOLOGY

RANGE: 26

BASIC FUNCTION:

Under the direction of Associate Superintendent, Educational Services, perform a variety of specialized duties involved in developing and managing support services to improve learning opportunities for students through the use of curriculum-based and instructional technology resources; and collaborate with other departments to provide professional development, facilitation, technology plan development support, and to develop new educational technology services for schools and districts in Contra Costa County.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in developing and managing support services to improve learning opportunities for students through the use of curriculum-based and instructional technology resources

Collaborate with other departments to provide professional development, facilitation, technology plan development support, and to develop new educational technology services for schools and districts in Contra Costa County.

Provide professional development to district and school staff in the use of technology in curriculum-based, standards-aligned content, implementation of textbook technology components and use of online tools and resources.

Coordinate and support online Learning Management System for professional development and academic course delivery for districts and schools.

Provide school and district staff with information on research-based best practices in educational technology.

Provide districts with technical support in their Educational Technology Plan development.

Assess current and future educational technology needs of schools and districts in order to identify innovative solutions.

Assist districts in acquiring Enhancing Education Through Technology (EETT) funding.

Communicate with districts and CCCOE departments regarding technology related regulations and policies from California Department of Education (CDE).

Collaborate with other county offices of education and agencies to design and coordinate educational technology support services.

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Operate a variety of office equipment including a copier, fax machine, projector, audio-visual equipment, computer and assigned software.

Assist with providing technology troubleshooting related to instructional activities as directed.

Coordinate, attend and conduct a variety of meetings and conferences at the regional and state level.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Internet principles, practices, products and services.

Effective instructional strategies that integrate content area and technology learning outcomes.

Effective curriculum and technology integration methods.

California curriculum frameworks and state board adopted content standards.

Approval Process for State-adopted materials, including technology components.

Effective professional development strategies for adult learners.

Applicable laws, codes, regulations, policies and procedures related to educational technology.

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy.

Record keeping and report preparation techniques

Operation of a computer and assigned software.

Basic public relations techniques.

ABILITY TO:

Support the vision of the CCCOE through collaboration with CCCOE departments, districts and school sites.

Operate a variety of computers and software, standard office equipment, and audio-visual equipment including LCD projectors, document cameras, interactive whiteboards, speaker systems, VCR/DVD players and televisions

Implement web-based technologies to meet the needs of schools and districts.

Prepare and deliver oral presentations and trainings to promote effective use of educational technology.

Express ideas and concepts clearly and concisely in both oral and written form.

Work collaboratively with individuals and groups from varied cultures, backgrounds, and positions using tact, patience, and courtesy.

Facilitate small and large group planning or problem solving processes.

Initiate, schedule and carry out a complex and diverse work plan.

Establish and maintain partnerships.

Monitor, evaluate and modify standards, policies and procedures to enhance the educational effectiveness and operational efficiency of curriculum-based and instructional technology.

Interpret, apply and explain laws, codes, regulations, policies and procedures related to educational technology.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Respond promptly to requests for serve from schools and districts.

Work independently with little direction.

Plan and organize work.

Prepare and maintain various narrative and statistical records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's Degree, K-12 teaching experience including the use of effective instructional technology, and two years experience providing educational technology professional development.

LICENSES AND OTHER REQUIREMENTS:

Valid California Administrative Services Credential (preferred)

Valid California Teaching Credential.

Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.

Lift and carry technology/presentation equipment.