

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

10/2020 Effective Date	<b>INSTRUCTIONAL TECHNOLOGY SUPPORT</b> Job Title	2.8.31 Index
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### **Primary Function**

To improve student achievement by providing support for the implementation, training, and support of educational software and hardware in support of instruction. Coordinates, facilitates, and tracks district-wide professional learning so that school-based staff successfully utilize instructional technologies to meet the needs of students. Liaises with vendors to support use of product.

### **Reports to**

Director(s) of Curriculum & Instruction

### **Essential Functions**

Work closely with staff from the Curriculum Department, Technology and Information Services, and schools to set priorities for and develop staff training to meet District needs related to the instructional use of technology.

Develop specific lesson and tutorial strategies based on knowledge of educational technologies to meet district needs related to instruction.

Develop, schedule, and facilitate one-on-one and small- and large-group professional learning and support to all instructional and instructional support staff in all areas of educational technology; may be called upon to facilitate training on short notice based on emergent needs.

Identify, analyze, and provide options and recommendations for the use of educational technologies throughout the District, and the integration of technology into the K-12 curriculum.

Research and stay abreast of the latest instructional technology products, trends, and industry best practices.

Develop project strategies and plans and review plans and progress with administrator, supervisor, and appropriate interested parties.

Communicate information by preparing written documents and multimedia, distributing information via email and other internal forms of communication, and making presentations.

Maintain educational materials, data, records and reports on training activities, programs and resources.

Identify and resolve educational technology problems that interfere with the delivery of instruction.

Establish and maintain effective working relationships with diverse stakeholders from across the organization.

Communicate clearly, concisely, and effectively both orally and in writing with instructional and instructional support staff.

Manage multiple priorities and work well with minimum supervision.

Maintain regular and consistent attendance and punctuality.

Perform related duties consistent with job description and assignment.

### **DESIRED QUALIFICATIONS**

Two-year college degree in education, computer science, or equivalent academic coursework in electronics, computer science, or a related field.

Valid and current Oregon driver's license.

**EXPERIENCE AND TRAINING:** Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

#### **Experience:**

Experience in the application of technology in an educational setting

Experience working with versions of the Windows Operating Systems for workstations.

#### **Training:**

Three to five years experience teaching/training adults with a focus on technology.

#### **Knowledge of:**

Various technologies, including but not limited to: workstation, interactive video, multimedia, and different workstation operating systems.

Application of technology to both administrative and instructional settings.

Software, hardware, and digital media and their applications.

Supporting technology in a K-12 environment.

#### **Ability to:**

Communicate clearly and concisely, both orally and in writing.

#### **Work Environment:**

Climate controlled office setting with exposure to minimal noise intensity levels.

High level of contact with district personnel. Some contact with outside agencies/community.

**Physical Requirements:**

Frequent reaching, handling, handwork, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

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