CLASS TITLE: EDUCATION TECHNOLOGY SPECIALIST, Classified

BASIC FUNCTION:
Under the direction of the Chief Technology Officer, provide technical and facilitation support to schools and districts in educational technology. Duties include supporting schools and districts in the area of technology planning, including writing, revising, reviewing and implementation; writing and management support for grants and other funding opportunities related to technology; facilitating the acquisition of digital literacy skills to support teaching and learning; and championing digital citizenship and student data privacy, including training and assisting with updating policies and practices resulting from new technologies and/or legislation.

REPRESENTATIVE DUTIES:
Provide schools and districts with training, organizational planning, writing, revising, reviewing and implementation support for educational technology plans and grants; E

Provide schools and districts with guidance, training and support with digital resources to enhance acquisition of digital literacy skills to support teaching and learning; E

Provide schools and districts with training and support for all staff in digital citizenship, including student data privacy and relevant legislation; E

Provide VCOE staff with training and support in digital citizenship, including student data privacy and relevant legislation; E

Provide schools and districts with training and support in user awareness around data sensitivity and security;

Provide VCOE staff with training and support in user awareness around data sensitivity and security;

Provide schools and districts with training and support in educational technology practices and policies, including updates such as revised Acceptable Use Policies, resulting from new technologies and/or legislation; E

Coordinate and facilitate a series of technology-oriented classes and institutes; E

Attend and represent VCOE at technology conferences, District Curriculum Council meetings, Ventura County Schools Technology Group meetings, and other related state and regional meetings which address technology supported teaching and learning; E

Prepare reports as requested by supervisor and districts, provide technology grant writing assistance to districts and departments within VCOE; E

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Interface with VCOE Technology Services (TS) staff on shared issues and projects; E

Assist in the selection and supervision of consultants that support programs under direction of the Chief Technology Officer; E

Initiate requisitions and contracts for technology software and consortium-buy opportunities; E

Provide teachers and support staff with ongoing support in areas of integration, deployment and management; E

Provide technical support and assistance for reviewing digital resources and software programs; operate a computer/laptop/tablet to load, run and demonstrate the functions of various instructional and interactive software programs; use various peripherals and instructional technologies; E and

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Basic computer/device operations;
- Software applications related to instructional productivity activities;
- Curriculum software and assessment systems;
- Network and file servers and cloud services;
- Modern office practices, procedures and equipment;
- Operation of a personal computer/device and knowledge of available software;
- Operation of audio/visual equipment, peripherals and other instructional technology hardware;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Public speaking techniques;
- Interpersonal skills using tact, patience and courtesy; and
- Inventory methods and practices.

**ABILITY TO:**
- Read, interpret, apply and explain rules, regulations, policies and procedures;
- Work independently with little direction;
- Plan and organize work;
- Prepare and deliver oral presentations;
- Prepare and deliver online/blended courses;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others; and
- Maintain records and prepare reports.

**EDUCATION AND EXPERIENCE:**
- Master's Degree in Education or related field preferred. Experience in staff development in areas of curriculum and technology; and three (3) years of experience in an educational setting.
WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside environmental conditions; and
May be required to work evenings or weekends.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
May be required to work at a video display terminal for prolonged periods;
Dexterity of hands and fingers to operate a computer terminal and related office equipment;
Lifting heavy objects weighing up to 50 pounds;
Carrying, pushing, and pulling television and book carts;
Sitting or standing for extended periods of time;
Bending at the waist;
Hearing and speaking to exchange information and make presentations; and
Reaching overhead, above the shoulders and horizontally.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider that upon request.