

JOB TITLE	DEPARTMENT	REPORTS TO
Talent Development Technology Support Specialist (Grant Funded)	Office of Teaching and Learning	Director of Talent Development

Position No: 63099	Length of Work Year: 12 Months
Salary Schedule: P05B or P05M	Date Approved: 12/12/17
FSLA: Exempt	Date Revised:

JOB GOAL
To create and design professional development opportunities within a learning management system for all stakeholders. Facilitate technology integration in classrooms by working with teachers to enhance instruction.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher. 2. Three (3) years of experience in education or development of professional development. 3. Demonstrated ability to integrate technology into the educational process. 4. Advanced knowledge of Microsoft applications. 5. Strong instructional skills and a diversified knowledge of instructional technology. 6. Interpersonal and leadership skills for working effectively with teachers and administrators. 7. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To create and design synchronous and asynchronous on-line professional development modules/courses for 21st century adult learners. 2. To create and design modules/courses in multiple content areas for use in professional learning, certification purposes and to support quality instruction. 3. To facilitate professional development in a learning management system. 4. To coordinate and conduct ongoing staff development for teachers focusing on technology as a tool, integration of technology across disciplines and computer assisted instruction. 5. To model best practices utilizing technology integration at the school. 6. To provide on-going support and one-on-one assistance as needed with technology integration. 7. To participate in regularly scheduled articulation/training meetings offered at the district level. 8. To remain abreast of emerging technologies. 9. To facilitate learning communities through technology. 10. To work with the TIMS and/or other tool to assess the use of technology in classroom instruction. 11. To identify and analyze district technology needs. 12. To research and develop strategies for increasing the proficiency of technology tools. 13. To assist with district wide coordination of educational technology.

14. To perform assigned tasks in a timely and efficient manner.
15. To perform assigned tasks with a high standard of quality.
16. To perform other responsibilities as assigned by the supervisor.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.