



JOB TITLE	DEPARTMENT	REPORTS TO
Technology Support Specialist	School Based/Title I	Principal

<b>Position No:</b> 63133	<b>Length of Work Year:</b> 10 Months
<b>Salary Schedule:</b> IN10	<b>Date Approved:</b> 6/29/04
<b>FSLA:</b> Exempt	<b>Date Revised:</b>

JOB GOAL
To provide technology professional development opportunities to school staff and to facilitate technology integration in every classroom by working with teachers to design quality lessons that integrate technology.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Valid Florida teaching certificate.</li> <li>2. Three (3) years of teaching experience.</li> <li>3. Minimum two (2) years experience training or instructing technology; K-12, or collegiate level.</li> <li>4. Demonstrated ability to integrate technology into the educational process.</li> <li>5. Competence in basic (Level 1) hardware and software troubleshooting.</li> <li>6. Basic knowledge of desktop operating systems such as MS windows and application software.</li> <li>7. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. To identify and analyze staff technology needs.</li> <li>2. To coordinate and conduct ongoing staff development for teachers focusing on technology as a tool, integration of technology across disciplines and computer assisted instruction that follows the Professional Develop Protocol.</li> <li>3. To assist teachers in developing lesson plans to integrate the use of technology into their classrooms.</li> <li>4. To model best practices utilizing technology integration at the school.</li> <li>5. To provide on-going support and one-on-one assistance as needed with technology integration.</li> <li>6. To participate in regularly scheduled articulation/training meetings offered at the district level.</li> <li>7. To remain abreast of emerging technologies.</li> <li>8. To facilitate learning communities through technology. (email, bulletin boards, etc.).</li> <li>9. To attend periodic Technology Support Specialist meeting and other special topic meetings as directed.</li> <li>10. To evaluate and assist in the acquisition of school-based hardware and software systems.</li> <li>11. To work with the school's Technology Committee and School Advisory Council to develop a needs assessment and a plan for technology acquisition.</li> <li>12. To act as the primary source of information on technology-related issues to the school's administration.</li> <li>13. To perform assigned tasks in a timely and efficient manner.</li> <li>14. To perform assigned tasks with a high standard of quality.</li> <li>15. To perform other responsibilities as assigned by the supervisor.</li> </ol>

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.