

MT. DIABLO UNIFIED SCHOOL DISTRICT  
**PROGRAM SPECIALIST, EDUCATIONAL TECHNOLOGY**

**Primary Function**

Supports schools in the integration of instructional technology, consultation and setup of hardware and software needs and assists with staff development. Provides leadership to district and site staff in developing/maintaining a vision for student learning as it relates to technology and 21<sup>st</sup> Century Learning.

**Directly Responsible to**

Assistant Superintendent of Student Achievement & School Support

**Major Responsibilities**

1. Provides support to principals in assessing needs and developing a plan to utilize technology to its maximum potential in a classroom/school.
2. Provides support for teachers/site to maximize use of instructional software.
3. Attends special technology inservice meetings and professional conferences to keep abreast of new developments and instructional improvements.
4. Assists teachers in integrating the use of technology into a curricular area via a variety of instructional strategies, including but not limited individual and small group instruction, cooperative learning and large group presentations.
5. Assists school staff teams in planning and implementing curricular innovations utilizing technology and develops the appropriate training for the implementation.
6. Provides support for site and district staff in using the District's data assessment system.
7. Assists in in the development and implementation of the District Technology Plan.
8. Supports the Technology Integration Leaders (TILS) at each school.
9. Establishes and maintains rapport, communications, and cooperative working relationships with district administration, schools, teaching and non-teaching personnel, and other individuals or groups involved with curriculum and instruction.
10. Organizes and maintains district-wide software library for District copy licenses which exist.

11. Assists in determining the software needs of sites/staff and identifies software that would meet their needs.
12. Communicates the use of education technology in the instructional program to parent/community groups.
13. Take leadership in creating healthful human relationships which will provide for a suitable climate for learning and teaching.
14. Attends job-related meetings and activities specified by the Assistant Superintendent, Student Achievement and School Support
15. Performs additional duties as assigned by the Assistant Superintendent, Student Achievement and School Support.
16. Performs those duties and responsibilities, including supervisory and advisory duties, as may be prescribed by the Assistant Superintendent of Student Achievement and School Support or the Superintendent.

## **Qualifications**

### **Knowledge and Skills**

1. Knowledge of the principles of adult learning and staff development.
2. Ability to work effectively with all segments of the educational community and general public.
3. Ability to initiate and coordinate programs and projects.
4. Knowledge of personal computers, computer hardware and software.
5. Knowledge of computer networking and Internet/Website site construction.
6. Ability to facilitate groups and skill in using the collaborative process.
7. Ability to exercise good judgment and tact.
8. Knowledge of basic elements of instruction.
9. Ability to speak, write and communicate effectively with all stakeholders in the community.
10. Ability to assemble and analyze data, and make appropriate recommendations for action.
11. Skill in logical thinking and the ability to explain difficult materials in a clear manner.

12. Knowledge of budget development, maintenance, and evaluation.
13. Ability to design and implement procedures.
14. Knowledge of district operations and procedures.

### **Education, Training and Experience**

1. Successful experience as a classroom teacher.
2. Experience and knowledge using various forms of technology.
3. Progressive experience in roles of responsibility in providing leadership in a school or district setting.
4. Post graduate work in school administration, curriculum and instruction, or a related field.
5. Possession of an appropriate school administrative credential.
6. Experience as a technology leader at the site or district level.
7. Experience in directing/supervising the work of others.
8. Experience in staff training and development.

### **Physical Abilities**

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

DMA Range 19 – 210 Days

Adopted by the Board of Education - 6/10/98 – Closed Session  
**REVISED: May 21, 2012**