

JOB DESCRIPTION DOCUMENT - PROFESSIONAL
EANES INDEPENDENT SCHOOL DISTRICT

POSITION TITLE: Educational Technologist
DIVISION/DEPARTMENT: Curriculum, Instruction & Assessment

QUALIFICATIONS:

EDUCATION/CERTIFICATION:

- Bachelor's degree required
- Master's degree preferred
- Valid teacher certificate required
- Three or more years experience in Educational Technology preferred
- Three or more years teaching experience in elementary schools preferred

FUNCTION AND SCOPE

The Educational Technologist is responsible for facilitating the integration of technology into the instructional program by supporting teachers, library media specialists, Instructional Partners, and administrative staff. This position is essential in establishing a digital age learning culture by supporting, training, coaching and mentoring staff. The Educational Technologist is also involved in program planning and implementation of all district initiatives that pertain to technology integration.

RESPONSIBILITIES

LEADERSHIP

- Delegate and prioritize campus work orders for Technology Support Specialists
- Develop and implement a vision for technology and long-range planning.
- Provide professional learning to staff based on a variety of needs. This includes developing and providing training with teacher trainers, site preparation, training materials, and development of online professional development.
- Lead campus teams and digital initiatives when it comes to technology integration, including the creation of online textbooks and other open-source materials.
- Advocate and promote parental involvement for digital wellness, awareness, and organization of students through meetings and campus events.
- Lead the vetting process on campus for procuring and distributing mobile device apps.
- Provide expertise and knowledge to campus leadership team.

CREATIVITY

- Assist in the design, development, and analysis of technology-based curriculum tools, specifically centered on mobile devices.

- Design, create and publish multimedia and online content including learning modules, tools, videos, print materials and courses for a wide-variety of audiences.
- Plan, design and model effective digital-age learning environments.
- Create, implement, and support curriculum that utilizes mobile apps and mobile-friendly websites.
- Assist in piloting new technology with classroom teachers, including evaluation of the pilot itself.
- Create online curriculum as a replacement for existing textbooks and instructional resources utilizing OER and other resources.

COLLABORATION

- Building relationships with staff that lead to success.
- Collaborate with others on the Ed Tech Team on a regular basis.
- Support teachers and campus administrators across grade levels K-12 in all content areas, in the effective integration of technology in the classroom.
- Work with teachers in their classrooms to promote the use of technology to support and enhance the curriculum, to accelerate instruction, and utilize assessments to make data-informed decisions.
- Promote effective collaboration and communication among staff, students, parents, and the community using effective digital tools.
- Coordinate projects, staff development and programs throughout the year and during the summer.
- Be visible and available at your primary campus on a regular basis for just-in-time tutorials and training for both staff and students.

CRITICAL THINKING

- Assist in the development and implementation of instructional technology integration models by working with classroom teachers, library media specialist, and instructional partners to establish exceptional instructional applications of technology.
- Assist in the development and implementation of a guaranteed viable curriculum of technology applications from grades K-12.
- Protect the district's investment in technology by efficiently utilizing current resources and ensuring value of future opportunities.
- Assist in implementation of the District Improvement Plan and the strategies contained therein, particularly those relating to technology.
- Actively pursue professional growth and development to keep abreast of current educational trends and research as related to practices in instructional technology.
- Apply knowledge of current educational and instructional theories, methodologies, techniques and principles with fidelity.
- Manage time and resources effectively and efficiently.

- Organize, manage and deploy apps on your primary campus via the district's Mobile Device Management software.

COMMUNICATION

- Share best practices in the use of technology.
- Consult with administrators and technical support in the Curriculum, Instruction, and Assessment Department as well as Instructional Partners on campus.
- Consult regularly and consistently with your campus administration.
- Provide one-on-one instruction to end users, either face-to-face or remotely.
- Consistently demonstrate the best practices in a classroom, with considerations for content area.
- Utilize effective communication/presentation skills
- Utilize strong consulting/collaboration skills.
- Connect with other educators and professionals to improve collaboration both globally and within the district.
- Develop and promote parent meetings with the focus on digital citizenship and organizing the digital lifestyle of students.

OTHER JOB REQUIREMENTS

May include willingness to work hours in addition to the regular work day, either in person or online. May include other duties as assigned.

Responsibility and Level of Authority

Educational Technologist is responsible for facilitating and promoting the district W.H.E.E.L. and 21st century skills. Educational Technologist receives regular administrative supervision from the Director of Innovation and Digital Learning. Supervisor may provide detailed instruction regarding changes in policies, procedures, trends or laws, or in reference to unusual circumstances or problems.

Personal Work Relationships

The Educational Technologist has significant contact with teachers, parents, and other school staff to provide support and instruction, offer guidance and exchange information. The Educational Technologist may also maintain contacts within the community to enrich the content of materials and utilize additional instructional methodologies (e.g. attending conferences, inviting guest speakers). This position will work with a team of District Educational Technologists on a regular basis to further align district level goals.

Difficulty of Work

Work requires creativity and adaptive thinking to match program objectives. Judgment is required to interpret broad State, local and Federal laws, regulations, and policies affecting the lives and education of children as well as the impact of the laws on

instructional methodologies or techniques employed.

WORKING CONDITIONS AND HAZARDS

Physical Effort and Work Environment

Services are generally provided at school working with students, teachers and administrators. Some physical exertion is necessary to transport educational materials or computer equipment from one work place to another. Travel to and from events both in and out of the state may be necessary.