EDUCATION TECHNOLOGY SPECIALIST

Job Title:	Education Technology Specialist (Assessment Emphasis)
Initial:	January 2013
Revised:	April 2017
Work Year:	261 Days
Office:	Education Office
Department:	Learning Services
Reports To:	Executive Director of Learning Services
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 3

Related Organization Chart

Executive Director of Learning Services

Instructional Technology Specialist (Assessement Emphasis)
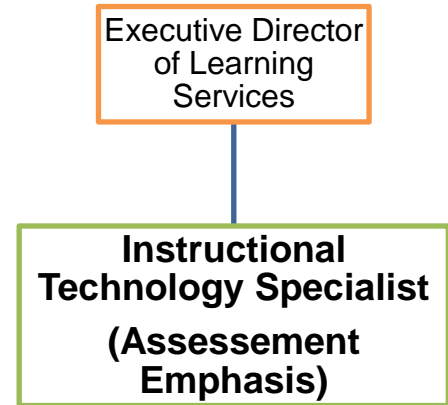
POSITION SUMMARY: The Educational Technology Specialist (Assessment Emphasis) (ETSA) provides leadership and support for all educational technology systems. The ETSA investigates researches, evaluates, and recommends instructional technology tools to support assessment practices to improve student learning.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

Planning—To provide leadership for instructional technology planning, the ETSA will:
- Create and implement short and long term goals to improve the effectiveness of assessment technology support.
- Participate as an active and influential member on technology, assessment and data integration planning teams.
- Advocate for technology enhanced assessment tools.
- Serve as the district's primary liaison to vendor representatives for the review, and purchase of assessment technology tools.
- Recommend purchase and deployment of technology tools to support the administration and implementation of student assessment.
- Participate in educational technology strategic planning efforts including providing input into the IT master plan, knowledge management and data privacy.
- Advise building-level, zone and district leaders in planning for the purchase, deployment and implementation of technology to support assessment of and for student learning.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

User Support—To provide support for users of instructional technology, the ETSA will:

- Provide expert-level support for the implementation of formative and summative technology-enhanced assessment tools.
- Provide ad hoc training to empower users at all levels of proficiency to become self-sufficient problem-solvers.
- Design and deliver quality professional development for end users of assessment technologies.
- Refer trouble-shooting tasks to Educational Technology Specialist (Instruction Emphasis), Coordinator of Academic Performance or other IT colleagues and contractors as appropriate.
- Participate in professional organizations, conferences and trainings to stay abreast of current trends and research in assessment technology best practices.

Oversight—To provide APEx leadership, the ETSA will:

- Serve as a liaison to the Colorado Department of Education as the District Technology Coordinator (DCT) for the administration of all state-required assessments. Coordinates with the District Assessment Coordinator (DAC) to ensure thorough training is delivered to all school Assessment Coordinators (SACs).
- Review assessment hardware and software purchases proposed at the building, zone and district-levels to ensure quality support and functionality.
- Serve as a collaborating member of the IT oversight and implementation team, advocating for assessment technology resources and support.
- Assist the District contract facilitator and department leaders in developing vendor bids and requests for proposals (RFPs) concerning assessment technology needs.
- Assist in annual E-Rate application process.
- Support the education office in preparing reports, research and Board of Education updates and agenda items related to assessment technology.
- Collaborate with the Educational Technology Specialist (Instruction Emphasis) to ensure data integrity in knowledge management and student-data privacy.
- Report any conflicts or deficits in data integrity, assessment technology support and performance to colleagues and supervisor.
- Perform other duties as assigned.

Supervision & Technical Responsibilities:

- This position does not supervise other employees.

Budget Responsibility:

- This position does not have any direct budget responsibility.

QUALIFICATIONS
The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Must hold a bachelor's degree or equivalent advanced training in computer information systems or management information systems.

Experience:

- Must have a minimum of five (5) years of experience in designing and implementing complex educational technology systems. Experience with educational assessment systems preferred.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a minimum five years experience in an educational setting.

Knowledge Skills & Abilities:
- Must have an ability to work well and communicate with faculty, parents and administration.
- Must draw on experience with and knowledge of networking.
- Excellent oral and written communication and interpersonal relation skills including the ability to effectively communicate technical information to a non-technical audience
- In-depth technical knowledge of Microsoft Windows Operating Systems, SQL Server, and at least one accounting or enterprise resource planning application appropriate for a medium to large organization
- Knowledge of information security theories and practices
- The ability to perform, track, and provide the current status of multiple simultaneous tasks
- The ability to keep sensitive information confidential

Certificates, Licenses, & Registrations:
- Criminal background check required for hire
- Valid Colorado driver's license required for hire
- Candidate should hold or be able to obtain formal Windows or relevant technical certification.

OTHER WORK FACTORS
The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is frequently required to communicate. The employee is occasionally required to stand; walk or sit. The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to interact with precise, technical data displayed on a variety of screens and documents.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment. The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.