

# **SYLVAN UNION SCHOOL DISTRICT**

## **JOB DESCRIPTION**

### **JOB CLASSIFICATION TITLE:**

**PROGRAM SPECIALIST, EDUCATIONAL SERVICES AND TECHNOLOGY**

### **DESCRIPTION OF POSITION**

Under general direction of the Assistant Superintendent of Educational Services, facilitate and promote educational technology literacy and instructional skills for district staff. Provide educational guidance, support and coaching for programs and staff as a member of the Educational Services team.

### **REPRESENTATIVE DUTIES:**

- Provide district staff with educational technology information and learning resources.
- Oversee educational technology which is integrated into the district-approved curriculum, including blended learning.
- Plan, conduct and coordinate workshops, learning opportunities and professional development to promote effective use and integration of technological tools in the classroom.
- Identify and report out exemplary educational technology programs and practices for review, evaluation, adoption, implementation or modification.
- Collaborate with staff to provide learning, coaching, and services which support the use of educational technology tools and resources in the classroom and in the school setting.
- Improve instructional practices, through the development and innovation of educational technology tools, to link educators with electronic resources and train educators in their use of instructional tools.
- Facilitate and monitor resources and devices for students and educators to improve instructional practices, promote technology integration; expand and enrich resources for teachers and students.
- Assist and support site leadership teams and classroom teachers to implement research-based school improvement practices.
- Identify educational technology products, programs, services and practices to support classroom teachers and other district staff.
- Manage support of educational technology software and services including but not limited to the application or website tool approval process for instructional purposes.
- Review software and licenses to ensure compliance with safety and privacy standards.
- Consult with teachers, administrators and other school personnel supporting educational technology.
- Maintain professional competence through participation in educational activities provided by the district and or self-selected professional growth activities.
- Write reports distilling relevant information, assessment findings and other data.
- Evaluate staff, as assigned.
- Perform other duties, as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- California Teaching Credential
- California Administrative Services Credential
- Master's Degree, preferred

**WORK ENVIRONMENT**

Office environment

School site/district workplace environments

12-month work calendar with occasional travel

**PHYSICAL REQUIREMENTS:**

*The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job functions.*

**With or without the use of aids:**

1. Ability to lift, carry, push, or pull objects which may exceed 25 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally with arms.

**PERSONAL QUALITIES:**

1. Adaptability and flexibility to work independently, and as part of a team, in a cooperative and collaborative manner, with minimal supervision.
2. Initiative, good judgement, tact, patience, and confidentiality, and ability to stick with challenges until mastered.
3. Appearance, interpersonal and communication skills which establish a professional role model and example.
4. Ability to meet district standards for physical and mental health.
5. Ability to speak, understand, and write English clearly and accurately.
6. Ability to communicate effectively with all stakeholders in a sensitive and effective manner.
7. Ability to work cooperatively and professionally with all stakeholders.
8. Ability to work collaboratively, think creatively, critically and problem-solve independently.

**WORK YEAR:**

212 Days

**SALARY:**

Certificated Management Salary Schedule (Master's and Doctorate stipend available)

**Board Approved – Pending**