

GALENA CITY SCHOOL DISTRICT

Position: Educational Technology Specialist

Location: Anchorage

Reports to: Director of Technology Operations

Classification: Certified or Classified

Work year: 260 days

Salary: DOE

SUMMARY OR PURPOSE:

Manage all Educational Technology programs, applications, and digital curricula, including operations. Provide oversight of technical assistance to school staff and administrators in building-based learning facilities. Implement, maintain, and update the Educational Technology Program Plan in collaboration with building-based leadership. Coordinate technology applications through a close interface with appropriate administrators and established instructional goals.

QUALIFICATION REQUIREMENTS:

- Relevant experience/certification/education in educational technology, instructional design, and/or classroom instruction with K-12 students, required
- Proficiency in Google applications, especially using Google Classroom as a Learning Management Systems (LMS) with students, required
- Experience leveraging technology to enhance and enrich classroom instruction, assessment, and management, required
- Exceptional communication skills, with the ability to convey complex technical information in an understandable manner, required
- Experience using digital tools accompanying classroom textbook and materials, required
- Experience in utilizing technology platforms and applications (e.g. Frontline Education) for school district operations, preferred
- Proficiency in Learning Management Systems (LMS) like Moodle, Blackboard, or Canvas, preferred

PERFORMANCE RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Identify and assess the technological needs of educators and students to foster an enriching learning environment.
2. Implement technology applications necessary for building-based operations to support instruction, intervention, enrichment, assessment, data collection, and operational efficiencies.
3. Provide comprehensive training and support for educators in the effective use of technology tools and resources to enhance classroom instruction.
4. Collaborate with faculty to integrate technology into existing curricula to promote instructional best practices and student engagement.
5. Conduct research on emerging technologies and recommend tools that could improve instructional practices and student engagement.
6. Offer technical support and troubleshooting assistance for educational technologies used within the district.
7. Adhere to all GCSD policies and procedures.
8. Perform such other tasks and assume other responsibilities as the Director of Technology Operations may assign.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel objects, tools controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability focus.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is occasionally required to travel to other cities around the state. The employee must be willing and able to fly in small and large commuter planes.

The noise level in the work environment is usually low to moderate.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____