General Information

The Educational Technology Specialist (ETS) will work with teachers, the building principal, and District Technology staff to support the implementation and use of educational technology in the school. Specifically, the ETS will coordinate and conduct regular training for teachers in the building on the use and integration of educational technology in the classroom. Responsibilities include:

1. Serve as the building educational technology leader
2. Assist teachers in becoming technologically proficient
   a. Conduct before and/or after school workshops on using district standard hardware and software products for the purpose of improving instruction and efficiency
   b. Guide / Assist / Demonstrate educational technology resources
   c. Key district software:
      i. PowerSchool
      ii. Inform
      iii. Finalsite
      iv. AIMSweb
      v. Others as adopted by the district
3. Demonstrate (model) and maintain a high level of technology proficiency through:
   a. Leading and attending workshops
   b. Class projects
4. Disseminate, communicate, and assist in implementing school and district-level educational technology information, policies, and plans to all staff members.
5. Coordinate, with the assistance of the Educational Technologists or/and Director of Technology, installations, disposals, warranties, inventory, and licensing information.
6. Represent the school at the District Technology Committee and Educational Technology Specialist meetings.
7. Coordinate the updates of the school web page with key members of the building staff: principal, secretary, teachers, data teams, PTA
8. Serve as liaison between principal, staff, and the director of technology and educational technologists.
9. Organize the scheduling and use of technology equipment within his/her assigned building.