



Job Description Multimedia Specialist – Middle School

General Statement:

Stamford Public Schools continues on its journey to seamlessly integrate technology into our curriculum, aiming to enrich student learning experiences, foster engagement, promote equity, and equip students for the dynamic demands of modern learning and professional environments. In continual pursuit of this goal, we are dedicated to assembling a team of Multimedia Specialists. The **Multimedia Specialist - Middle School** implements the multi-media curriculum, oversees the management of technology inventory, and provides technology integration support. This role entails a diverse set of responsibilities, including enhancing teacher and student capabilities in multi-media and software utilization, managing hardware, providing troubleshooting assistance, ensuring the smooth operation of instructional technology systems, and collaborating closely with central office and city IT personnel.

Major Responsibilities:

1) Teaching:

- Teach technology elective courses in the specialist block
- Work with site administrators regarding content and school needs

2) Technology Integration and Support:

- Assist in the coordination and delivery of professional development activities directly related to the integration of technology in all content areas.
- Design, implement and support learning opportunities for teachers intended to build capacity and expertise in the use of instructional technology.
- Assist teachers through peer coaching, modeling, and mentoring on effective instructional technology teaching strategies.
- Help teachers develop curriculum materials and specific lesson plans to utilize technology in the classroom.
- Develop and provide training for staff, parents, and students on the use of educational technology including Chromebooks, laptops, and a variety of other educational software including Google Suite, Adobe Express, Canva, etc.
- Create learning resources for teachers, staff, and students. These may include Web sites, tutorials, interactive programs, and databases that support teachers in integrating technology.
- Submit a monthly report on technology professional development, training and support activities provided to school staff.
- Help provide instructional resources to staff on the topics including but not limited to, digital citizenship, the fundamentals of coding, and the development of computing concepts.
- Support district curriculum development in embedding technology into the curriculum, administering district assessments, and analysis of instructional data.
- Support with the collection and analysis of data as well as the organization and administration of standardized assessments.
- Support school-based staff in their use of the District's Student Information System (SIS) related to: scheduling, reports, gradebook, data exports, and data analysis.

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3) **Oversee the 1:1 Technology Program for the School:**

- Assist with general hardware and software support and troubleshooting for all technology equipment at the school.
- Work with city IT, central office, and school-based staff to maintain all instructional technology.
- Collaborate in the evaluation, selection, and implementation of instructional technology equipment, materials and software.
- Document and maintain an up to date inventory of all devices and technology equipment in assigned school including all appropriate licensing information.
- Log, monitor and update device service requests in a work order management database.
- Assist with verifying device repairs have been completed successfully.
- Coordinate distribution of devices and Wi-Fi Hotspots at the start of the school year.
- Coordinate collection of devices and Wi-Fi Hotspots at the end of the school year.
- Manage building-based software licenses and applications that support classroom instruction as needed.
- Manage and maintain school website, including creating, updating and editing website content.
- Perform other related duties as required.
- Assist with the administration of district and state assessments by allocating devices and supporting the training of teachers in assessment administration procedures.

4) **Participate In Bi-Weekly After School meetings with Technology Integration department and other Multimedia Specialists:**

- Mandatory Bi-weekly meetings on Tuesday from 3:30pm-4:45pm (subject to change).
- Perform other duties as required.

*Estimated Time Allocations:

- 40% teaching (teaching 0.4 FTE / 10 classes per week with up to 1 collateral duty period per day)
- 30% training, and assisting teachers, students and parents
- 30% learning/managing hardware/software

Physical and Mental Demands, Work Hazards:

Works in standard office and school building environments.

Knowledge and Skills:

- Commitment to creating schools that provide an education that cultivates productive habits of mind, body, and heart in every student.
- Intermediate to advanced technology skills.
- Experience with learning management systems such as Google Classroom.
- Experience with inventory management systems such as Destiny.
- An understanding and familiarity with national, state and local curriculum standards and frameworks.
- An understanding of key learning theories and methods of instruction and their relation to technology integration.
- Superior communication skills (oral and written).
- Knowledge of and/or demonstrate the ability to learn and implement Operating Systems (i.e. Windows and Google Chrome); Microsoft Office and Google suites. Presentation Software (i.e. PowerPoint, Google Slides, Canva); Spreadsheets (i.e. Excel, Google Spreadsheets); Communication

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and Collaboration tools (i.e. Google Meets, Zoom, Microsoft Teams); Accounting Software (i.e. My School Bucks); Student Information Systems (i.e. Naviance, Power School); Website editing software (i.e. Google Sites, Finalsite) or any other technology deemed relevant for this position.

Qualifications:

- CT CSDE Teaching Certification for the appropriate grade levels.
- 5 years teaching experience preferred.
- Bachelor’s Degree in Computer Science, Technology, or a related technology/computer field from an accredited college or university, preferred. Other relevant experience may be considered.
- Three years of technology experience is preferred.
- Demonstrated capacity in providing professional development for teachers.
- Demonstrated experience in the integration of technology into the curriculum such as online resources, google apps for education, digital portfolios, content creation, video creation, and applications to support summative and formative assessments.
- Experience with effective teaching strategies in teaching software and hardware skills.
- Evidence of organizational ability and ability to successfully manage and complete projects.
- Demonstrated capacity to work well with others.
- Demonstrated strong organization and physical/digital inventory management skills.
- Google Level 1 and Level 2 Certification, preferred
- Such alternatives to the above qualifications as the Superintendent and/or Stamford Board of Education may find appropriate.

Union:

Stamford Education Association (SEA)

Term:

Three (3) Year

Work Year:

186 days, plus up to 3 additional days, as needed and preapproved by the Coordinator for Technology Integration and Online assessment, paid at the per diem rate.

Salary:

Per SEA Contract

Stipend:

Per SEA Contract

Finalized 05/13/2024

Employee Signature

Date

Employee Name (Please Print)