CORONA-NORCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: EDUCATIONAL TECHNOLOGY SPECIALIST

BASIC FUNCTION:
Under the direction of an administrator, the Educational Technology Systems (ETS) is responsible for supporting all activities and users in designing digital learning environments utilizing emerging educational technologies and facilitating the integration of technology in the classrooms. The position conducts professional development, on the use of technology for teaching and learning.

ESSENTIAL DUTIES:
- Assist with the integration of educational technology across the District/site using 21st Century skills of teaching and learning.
- Assist staff and students in designing digital learning environments and online assessments using emerging educational technologies.
- Assist with resolving issues with technology and educational software programs.
- Assist with professional development and training on the effective use of educational technology.
- Provide orientations and demonstrations to students and teachers in the classrooms on how to effectively use educational technology to learn, research, collaborate, and solve problems.
- Work with District departments to solve issues and ensure that any issues concerning effective use of technology are quickly resolved.
- Coordinate and support digital learning programs including implementation, expansion, and progressive professional development.
- Assist with researching, reviewing and evaluating new educational technologies that address curricular needs and learning goals.
- Run routine reports and provide student data.
- Create training guides, educational videos, and online tutorials to help teachers and students become familiar with different educational technologies.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:
Current and emerging instructional technologies used in an education setting.
Working knowledge of technological devices.
Interpersonal skills including tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Assist students and staff in an educational setting.
Deliver effective professional development and training to users of varying levels of technological knowledge.
Troubleshoot digital educational tools.

Instruct users on ways to avoid common problems related to digital/blended learning environments.
Operate a variety of computers and peripheral equipment.
Meet schedules and timelines.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.

EDUCATION AND EXPERIENCE:
High School Diploma or equivalent and three (3) years of related technical experience in an environment with functions similar to those outlined above, such as experience in Windows- and Mac-based productivity.

LICENSES AND OTHER REQUIREMENTS:
Valid California Class C Driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS:
See to setup, program and maintain equipment.
Dexterity of hands and fingers to operate equipment.
Hear and speak to exchange information.
Sit or stand for extended periods of time.
Lift equipment.
Lift, carry, push and pull objects weighing up to 50 pounds and over 51 pounds with assistance.
Bend, kneel and reach overhead, above shoulders and horizontally to store and retrieve materials and equipment.