



Instructional Technology Systems – District Level

Position Summary

Provide technology support to teachers, administrators, and support staff as needed in conjunction with the mission of Instructional Services and Instructional Technology. Assist in developing and integrating sound uses of established and emerging technologies; deliver customized group workshops and individual consultations.

Supervisory Relationship

This position reports to Associate Director of Technology

Essential Functions

1. Provide training for District teachers, administrators, and support staff on hardware, applications and Apps, cloud-based subscriptions and resources via district sponsored technology workshops.
2. Participate in school-based discussions for short and long range planning sessions for technology integration into the K-12 District classrooms.
3. Contact vendors for equipment reviews and demos to inform recommendations and decisions for District and school-based purchases.
4. Provide setup/configuration and technical support for district-wide instructional technology initiatives, grants, and projects.
5. Manage the district workshop registration system, including PDU distribution for staff attending.
6. Provide basic reports of grant purchased equipment including data entry and usage reports.
7. Manage District level volume purchasing program for iOS Apps and coordinate all site-based Program Facilitators.
8. Manage DEP registration program of all Apple purchases.
9. Participate in ongoing in-service opportunities to maintain and develop job related skills.
10. Prioritize daily workload. Short term planning required in the implementation of district goals and curriculum standards around technology integration.
11. Provide general maintenance and monitoring of desktop and laptop computers, tablets, mobile operating system and applications, hardware and software inventory, OS and application updates and patches, and specific educational application servers.

12. Track hardware and software problems via District ticketing system. Participate in resolution of network issues.

Required Knowledge, Skills and Abilities

General

1. Knowledge and successful experience installing, configuring, and troubleshooting district required hardware, operating systems, (Mac OS, Windows, and iOS) and applications (Apps).
2. Effectively communicate technical information to non-technical staff, including ability to train individual teachers, administrators, and support staff members on basic hardware, software, and App usage.
3. Implement district standards with limited supervision.
4. Work independently including effectively prioritize assigned tasks and projects.

Specific

1. **District Wide Web Page Support:** Ability to create and maintain Word Press blogs - Add and assign roles for new editors, maintain Instructional Technology web area on district website. Provide workshops for administrator, teachers, and support staff to create Word Press blogs.
2. **Research and Support:** Provide technology support as requested via the District ticketing system. Provide customized technology workshops for District personnel. Research and test the newest teaching and learning technologies—hardware, Apps, and Web 2.0 tools.
3. **Online Learning:** Research and review future online learning initiatives, serve on any committee formed to investigate the technical support needs, and structuring of an online or cloud-based learning environment.
4. **iPad/iPod Touch Support:** Assist in the support of mobile technology e.g. tablets, MP3, and smartphones. Maintain the 4J hosted instructional blogs.
5. **Grant and Project Support:** Ongoing technology consultant support for K-12 teachers participating in District, State, and Federal sponsored grants and projects: assist with software updates, maintenance and use of teaching station equipment (SMARTBoards, Document Camera, Computers, Tablets, Projectors) via phone contact, video chat, email, help ticket or face-to-face at the District office or individual school.
6. **Technology Integrated into Learning and Teaching (TILT) Center:** Maintain equipment and calendar for district-wide check out. Laptop and Tablet maintenance (imaging) and check out for Ed Center workshops. Maintain TILT web site including district purchasing requirements and current prices using WordPress. Assist and/or provide training in the form of technology workshops.

Minimum Qualifications

Education

Minimum two years Associate's degree in related fields.

Experience

Minimum of five years in an educational environment.

ADDITIONAL INFORMATION	
Employee Unit	4J MAPS Association - Professional
Pay Grade	Grade 3
Developed by	Kim Ketterer, <i>Interim Director of Technology Department</i>
Approved by	Cydney Vandercar - <i>Director of Human Resources</i>
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