



RIVERSIDE UNIFIED SCHOOL DISTRICT

TITLE: TECHNOLOGY SPECIALIST

WORK YEAR:

PRIMARY FUNCTION:

Under the direction and supervision of the Director of Instructional Technology, the Technology Specialist will support district and school site uses of instructional technology, including overseeing the installation of hardware.

AREAS OF RESPONSIBILITY:

- Plans and implements staff development for certificated personnel related to their needs and to the district direction in technology
- Keeps informed on current trends in instruction, curriculum, hardware, and software
- Meets regularly with the Director of Instructional Technology to support the work of the department
- Supervises the process of evaluating educational hardware and software
- Makes recommendations for purchase of hardware and software which match instructional objectives and district connectivity standards
- Monitors instructional technology purchases for match with district technology standards and objectives
- Writes grants to secure supplemental funding for technology programs throughout the district
- Assists in the development of an "Intranet" or acceptable instructional web sites
- Other duties as assigned.

Ability to:

- Work independently with little direction
- Maintain professional and positive relationships with students, colleagues, administration and district personnel
- Operate a computer and job related equipment
- Read, interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain current knowledge of applicable curriculum and school instruction

- related regulations
- Establish and maintain a variety of accurate record keeping and filing systems
- Communicate effectively both orally and in writing
- Maintain consistent, punctual and regular attendance

Physical:

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business

Mental:

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

Environment:

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations