

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
(School Curriculum / Technology Specialist)

MAJOR FUNCTION:

Position is responsible for training, modeling, and assisting teachers in integrating technology in the classroom to improve student achievement. Coordinates the management of instructional and non-instructional school microcomputer networks. Acquires and updates skills as necessary for effective network management. Installs, troubleshoots, and maintains hardware and software. Trains users in applications on the network. Coordinates activities of outside vendors, consultants and trainers.

DUTIES AND RESPONSIBILITIES:

- Provides teachers with strategies of how technology can be used to achieve the Pinellas County Student Expectations.
- Establishes an environment encouraging creative and independent use of instructional technology.
- Coordinates and/or provides training to school staff in network and software use; coordinates activities of outside vendors, consultants and trainers.
- Encourages student development of skills in the use of instructional technology resources.
- Models effective use of technology in the classroom and media center for teachers and students.
- Facilitates the use of existing and emerging technology by staff and students such as interactive video, CD-ROM, instructional television and telecommunications.
- Coordinates the maintenance, operation and management of existing school microcomputer networks.
- Assists with the planning, design and installation of future network expansions as growth demands.
- Performs all functions and procedures necessary to install and maintain school network hardware and software.
- Configures local workstations as needed.
- Coordinates and oversees installation of routines necessary to network school microcomputers to mainframe computers.
- Develops and maintains network procedures to ensure regular system backups on a timely basis.
- Trains and supports backup network operator.
- Facilitates staff participation in the evaluation and selections of new software, hardware, and materials to support instructional objectives.
- Maintains software library and necessary documentation to include, but not to be limited to, network wiring, hardware and software; maintains inventory of hardware and related peripherals.
- Organizes technology resources for easy accessibility by students and staff in coordination with the media specialist.
- Follows troubleshooting procedures for hardware and software; maintains hardware and arranges for timely repair; maintains repair history and file server performance statistics.
- Operates, moves and lifts computer equipment and related peripherals which requires bending, sitting, standing, walking, pushing, repetitive motions, talking, hearing and visual acuity; utilizes finger dexterity in connecting cables.
- Ensures software in the school is properly licensed and maintains related records.
- Establishes and/or maintains network security.
- Works cooperatively with the school staff, the school improvement teams and the instructional technology office.
- Incorporates principles of district instructional technology plan into school technology planning. Further, ensures that technology is an integral part of the school improvement plan and supports the school's curriculum and instructional program.

TEACHER ON SPECIAL ASSIGNMENT (School Curriculum/Technology Specialist)

DUTIES AND RESPONSIBILITIES: Continued

- Works with school technology committee to create a budget; makes the technology budget recommendation to school administration.
- Coordinates the use of technology with all school personnel.
- Interprets the school's instructional technology program for staff, parents and members of the community.
- Continues professional growth and development in the area of technology. Attends ongoing training pertinent to curriculum and technology integration and network management. Keeps abreast of new developments in instructional technology. Attends district technology contact and other training meetings and seminars. Attends technology conferences and seminars as appropriate.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Florida teacher certificate. Three (3) years of classroom experience. Successful technical training or experience administering local area networks. Demonstrated working knowledge of curriculum and the alignment of technology with the district strategic directions. Demonstrated experience in providing training for adults. Must show evidence of leadership and organizational skills. Demonstrated considerable working knowledge of computer operating systems used in the school (e.g. MS DOS, Mac OS, Windows and/or Unix.) Demonstrated experience with local area networks (Ethernet, Apple Talk and/or Token Ring) and training in NT Server and/or AppleShare networking software.

PREFERRED:

District School Curriculum/Technology Specialist certification

ISSUED: 8/99 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 3/02/06 LMCK

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Teacher on Special Assignment (School Curriculum - Technology Specialist)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				