

MONTEREY COUNTY OFFICE OF EDUCATION
EDUCATIONAL ADMINISTRATOR
TECHNOLOGY INTEGRATION SPECIALIST

CLASSIFICATION: Certificated Management
SALARY LEVEL: 78
WORK YEAR: 227

DEFINITION:

Under the direction of the Assistant Superintendent of Educational Services, the Technology Integration Specialist is responsible for leading learning initiatives related to the educational use of technology, including professional development activities and support services designed to promote a quality education for all students. This position will develop, deliver, and assess multi-modal technology training in support of Monterey County school districts, work collaboratively to support instructional leaders in the implementation of digital learning initiatives, and provide support services to educational stakeholders in an effort to improve teaching and learning. In collaboration with educators across the region, the Technology Integration Specialist will model responsive job-embedded professional learning sessions that highlight key elements of innovative learning spaces, and implement research-based digital learning strategies to provide equitable access to transformative learning experiences for all students. This position also provides technical assistance, leadership and guidance regarding federal and state legislation, policies and guidelines, with respect to the effective use of educational technology.

SUPERVISOR:

Assistant Superintendent of Educational Services

POSITION(S) SUPERVISED:

Classified staff as assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Leads efforts to develop and sustain a robust technology professional learning program utilizing online and classroom environments for school, district, and county personnel
- Provides support and guidance for key technology initiatives, including those mandated at the State level, and communicates with key office and district personnel regarding information pertaining to those programs
- Consults with teachers and instructional leaders in designing and implementing digital learning programs for students, teachers, and administrators at the school, district, county, and regional levels

- Provides leadership and guidance to districts/schools for integrating digital learning into curriculum for effective teaching and learning
- Assists districts with educational technology planning efforts and evaluation of infrastructure to ensure readiness for educational initiatives
- Actively works with school districts and local agencies in the process of planning, coordinating, evaluating and performing leadership functions which support effective use of technology
- Provides technical assistance regarding development and implementation of effective educational technology programs
- Assists school districts, ROP/Cs and schools in the implementation of technology-based career programs
- Models and communicates digital citizenship and data privacy policies and expectations in all learning environments
- Creates effective communication networks to gather, access, and disseminate pertinent information, including research-based development
- Fosters collaborative partnerships between and among educational, business, and community groups and organizations
- Provides effective leadership, and communication in area(s) of assignment
- Facilitates effective utilization of and exploration of potential and available resources
- Develops, monitors and reviews the attainment of program goals and objectives at county and district levels
- Reviews and responds to department educational technology support needs
- Oversees the implementation of Computer Science Standards for California and advises the organization on new initiatives related to computer science and digital learning in grades PK-12
- Serves on MCOE committees and State Department of Education statewide committees as assigned
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Performs other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 40 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason and define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university with major course work in education, or a

related field

- Minimum of five (5) years of public school teaching experience in a variety of grade levels
- Equivalent combination of education and experience that provides the required knowledge, skills, abilities and demonstrated competence in the leadership, administration, training and support of educational technology in 21st Century schools

Knowledge of:

- Department and division practices, procedures, goals, and objectives
- Pertinent laws and regulations of the State Department of Education
- Current administrative operation of California Public Schools
- Curriculum design, planning, development, implementation, and evaluation
- Instructional design and best practices related to classroom, online, and blended environments
- Relevant research, emerging developments and mandates in the field, including state frameworks and guidelines
- Essential elements entailed in coordinating and presenting effective professional development
- Desirable technology learning resources and equipment available for classroom use
- New and emerging instructional and communications technologies
- Adult learning principles and strategies as they relate to educational technology in K-12 classrooms
- Development and implementation of effective methods for promoting deeper learning practices and 21st Century skills
- Personalized professional learning practices for Future Ready leaders through the USDE Office of Educational Technology support systems
- Statistical, research, and survey methods
- Modern office practices and procedures
- Financial and statistical recordkeeping
- Information Technology Infrastructure Library (ITIL) framework

Skills and Abilities:

- Use appropriate technology such as computers, digital cameras, videoconferencing devices, etc. at an instructional level
- Demonstrate effective instructional leadership as it relates to technology and the acquisition of 21st century skills
- Develop, implement, and analyze technology professional development for classified and credentialed staff members as related to the improvement of teaching and learning in PK-12 classrooms
- Analyze program goals and accomplishments and promote integration with other initiatives, as appropriate
- Present material in a variety of means and modes including online, in-person, and written and with a variety of presentation tools
- Organize, implement and evaluate staff development programs with attention to detail and to the necessary follow-up procedures
- Interact with and maintain cooperative relationships with all levels of staff and the public
- Organize time to accommodate program activities and district requests
- Design and implement instructional programs which meet the needs of a culturally and linguistically diverse student population
- Interpret and explain policies and procedures
- Perform research, compile data, and prepare recommendations
- Independently compose correspondence, reports, and articles describing complex procedures or

issues

- Prepare and deliver effective oral presentations
- Represent the department at meetings
- Coordinate the preparation of reports
- Communicate effectively in the English language both orally and in writing

Desirable Qualifications:

- Doctoral degree in a relevant field
- Two (2) years of administration and leadership experience in public schools
- Knowledge of grant writing/application development process
- Experience teaching online professional development
- ITIL v3 certifications

Licenses and Certifications:

- Valid California Administrative Services Credential
- Valid California Teaching credential
- California Driver's License with evidence of insurability

Approved: 02.06.18