

SCHOOL DISTRICT OF PUTNAM COUNTY

JOB DESCRIPTION

ESE TECHNOLOGY SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited college or university
- (2) Valid Florida driver's license.
- (3) Minimum of two (2) years experience in a related field.
- (4) Exceptional Student Education teacher certification and at least three (3) years teaching experience in Exceptional Student Education.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to effectively work with others, both individually and in a group. Ability to develop concepts and ideas relating in oral and written form. Knowledge and experience in the effective use of technological media and material. Knowledge in current software applications, programming and hardware.

REPORTS TO:

Director, Exceptional Student Education

JOB GOAL

To assist schools in the necessary training of technology and its application within their Exceptional Student Educational educational setting.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Cooperating with the District staff in the total effort to bring about quality education for students through the use of instructional technology.
- (2) Assisting in planning, coordinating and implementing instructional technology applications consistent with established project objectives and activities.
- (3) Providing on-going inservice to teachers, administrators and Para-professionals in the use of instructional technology and the use of hardware applications.
- (4) Troubleshoot hardware and software to identify computer malfunctions.
- (5) Will be Assistive Technology representative (ATEN and LATS).
- (6) Maintain technology inventory records and paperwork.
- (7) Coordinating efforts to assist schools in the identification, selection, acquisition, use and evaluation of computer hardware and appropriate software.
- (8) Establishing and maintaining technology resources appropriate for classroom use.
- (9) Working with the District Technology Committee and School Technology Committees as well as NEFEC/FDLRS and informing them of current technology and future technological trends.
- (10) Attending required local, state and other meetings/workshops/conferences for the purpose of sharing and collecting information gained with the district schools.
- (11) Assuming other duties assigned by the Director of Exceptional Student Education.

