

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2024
RANGE: 52.0
CLASSIFIED
CODE: 6, 8

EDUCATIONAL TECHNOLOGY SPECIALIST

DEFINITION

Under the general direction of the Chief Technology Officer or designee, the Educational Technology Specialist is responsible for undertaking broad and complex assignments in support of the classroom and school technologies. The Educational Technology Specialist will provide support to school districts that the Kern County Superintendent of Schools serves by providing technology design, technical training, and support quality control efforts in both individual classrooms and across entire school districts.

EXAMPLES OF DUTIES

Assist with analysis of school and classroom needs at various districts;

design technology layout and make recommendations for classroom, administrative, meeting spaces, etc., based on individual district needs;

develop and conduct training sessions for educators, administrators, and other stakeholders on the effective use of educational, productivity, and AV technology tools and platforms;

customize training programs to meet the specific needs and goals of school districts and educational institutions;

utilize various training methods, including workshops, webinars, tutorials, and hands-on sessions, to ensure effective learning outcomes;

create engaging training materials, including presentations, user guides, tutorials, and online resources, to support the training programs;

stay updated on the latest trends and advancements in educational, productivity, and AV technology to incorporate into training content;

oversee the quality assurance process for educational, productivity, and AV technology projects delivered to school districts and educational institutions;

develop and implement quality control measures to ensure the functionality, usability, and effectiveness of educational, productivity, and AV technology solutions;

collaborate with project teams to identify areas for improvement and implement corrective actions as needed;

provide ongoing support to clients, including troubleshooting technical issues, answering questions, and addressing concerns related to educational, productivity, and AV technology tools and platforms;

collect feedback from educators and administrators on training programs and educational, productivity, and AV technology solutions to identify areas for improvement;

use feedback to continually refine training content and delivery methods to better meet the needs of clients.

QUALIFICATIONS

Knowledge of:

Educational, productivity, and AV technology tools and platforms commonly used in K-12 and higher education settings;

latest trends and advancements in educational technology, including software, hardware, and teaching methodologies;

familiarity with designing technology layouts for classrooms, administrative spaces, and meeting areas to meet specific needs;

developing and conducting training sessions for educators, administrators, and stakeholders on educational and productivity tools;

quality assurance processes for educational, productivity, and AV technology projects to ensure their effectiveness and usability;

various training methods, including workshops, webinars, tutorials, and hands-on sessions;

a wide range of educational and productivity tools and platforms used in school settings;

quality control processes and methodologies.

Ability to:

Establish and maintain accurate files and records;

develop and implement quality control measures to maintain high standards for technology solutions;

assume responsibility for routine administrative detail;

prepare concise and complete reports;

work independently and collaboratively in a fast-paced environment;

work evenings and weekends, as needed;

communicate clearly and concisely;

strong organizational skills and attention to detail;

use appropriate tools and electronic equipment;

excellent communication and presentation skills, with the ability to effectively engage and interact with diverse audiences;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships with peers and vendors;

bend, stoop, crawl, reach and work overhead, lift 50 pounds;

drive to school sites throughout Kern County.

Experience:

Must have four (4) years of experience providing direct support a school district and/or classroom in any capacity.

Two (2) years of experience providing training to end users, demonstrating the ability to effectively communicate complex concepts and procedures in a user-friendly manner.

Experience in delivering training and professional development programs in a technology environment preferred.

Two (2) years of experience as direct end user support or help desk preferred.

Education:

Bachelor's degree in Education, Educational Technology, or a technology-related field.

Four (4) years of experience over and above the minimum requirements can be substituted for the bachelor's degree.

Google certified trainer certificate preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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7/10/2024

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