

## NORTH EAST FLORIDA EDUCATIONAL CONSORTIUM

### TECHNOLOGY SPECIALIST, FDLRS

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- \*(1) Bachelor's Degree from an accredited college or university.
- \*(2) Valid Florida teaching certificate.
- \*(3) Certification in Exceptional Student Education (ESE).
- \*(4) Valid Florida Driver's License.
- \*(5) Minimum of five (5) years experience in a related field.
- \*(6) Computer proficiency, including use of web-based technologies.
- \*(7) Experience with assistive, and instructional technologies.
- \*(8) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work cooperatively with individuals and groups. Ability to develop concepts and ideas and relate them in both oral and written form. Knowledge of design and delivery of professional development programs, including online instruction. Ability to effectively use media and materials, including current software applications and programs. Ability to apply adult learning theories in professional learning activities. Knowledge of current trends and research in all areas of exceptional student education, including assistive and instructional technology, child development, learning styles, curriculum, and effective instructional methodology/ practices. Ability to provide consultation and advice to teachers, parents, principals, and district staff on assistive/instructional technology and exceptional student education laws, rules, regulations, policies and special programs affecting individuals with disabilities. Ability to identify, collect, analyze, and interpret data.

#### REPORTS TO:

Program Administrator, FDLRS/NEFEC

#### JOB GOAL

To identify, coordinate and provide effective assistive and instructional technology services focusing on increasing Exceptional Student Education (ESE) student achievement.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Plan, implement and analyze the impact of function activities through the collaboration with Program Administrator, Coordinating Council, Advisory Committee and LATS Teams in conjunction with the Technology & Learning Connections, MTSS Project and other development, planning, and advisory committees at local and state levels.

**TECHNOLOGY SPECIALIST, FDLRS (Continued)**

- \* (2) Conduct annual formal needs assessment and ongoing informal assessment of district needs related to instructional/assistive technology services.
- \* (3) Assist districts in the identification, selection, acquisition, use and evaluation of appropriate software, multimedia and assistive, adaptive and instructional technology devices and tools.
- \* (4) Provide assistance to districts in developing and implementing district technology plans/procedures.
- \* (5) Provide classroom consultations, observations, visitations and feedback to teachers and other appropriate personnel relative to integrating technology into the curriculum (including Universal Design for Learning and Accessible Instructional Materials).
- \* (6) Plan, conduct and/or facilitate meetings, workshops, conferences, coaching sessions and other school-based, district, and/or state professional learning offerings.
- \* (7) Facilitate online PDA Technology for Student Success module and/or other appropriate online technology sessions.
- \* (8) Collaborate with all FDLRS functions to integrate instructional and assistive technology into the development and implementation of professional learning activities.
- \* (9) Provide technical assistance and information related to the development and implementation of on-line professional learning activities.
- \* (10) Assist in the development and maintenance of the FDLRS/NEFEC website and other communication tools.

**Inter/Intra-Agency Communication and Delivery**

- \* (11) Collaborate/coordinate with the MTSS Region 2 Technology Coordinator to facilitate assistive technology services and promote the regional loan library for the member districts.
- \* (12) Coordinate with district efforts to plan, develop and implement state initiatives.
- \* (13) Provide program consultation and information services for the dissemination and diffusion of information relevant to instructional/assistive/adaptive technology.
- \* (14) Establish rapport and maintain effective communication and coordination among schools, districts, universities, FLDOE, BEESS, parents/families, agencies and non-public schools to ensure information exchange, support for the decision-making process and continuous quality improvement.
- \* (15) Maintain a working relationship with all appropriate governmental agencies.
- \* (16) Participate in appropriate development, planning and advisory committees relating to instructional and assistive technology at state and local levels.
- \* (17) Promote collaborative efforts to increase the level of student achievement through appropriate technology use and integration.
- \* (18) Use effective communication strategies to interact with a variety of audiences.
- \* (19) Respond to inquiries and concerns in a timely manner.
- \* (20) Assist other projects by providing services as part of collaborative effort when needed.

**Professional Growth and Improvement**

- \* (21) Attend required local, state and other meetings/workshops/conferences for the purpose of sharing and collecting information gained with the districts in the service area.
- \* (22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (23) Facilitate the development, implementation and evaluation of professional learning activities provided in the assigned areas.
- \* (24) Set high standards and expectations for self and others.
- \* (25) Maintain a network of peer contacts in related fields.

**TECHNOLOGY SPECIALIST, FDLRS (Continued)**

- \*(26) Promote and support the professional growth of self and others.
- \*(27) Develop annual job goals relating to NEFEC and departmental project priorities and Areas of Focus.

**Systemic Functions**

- \*(28) Prepare, complete and maintain required records, reports and files in a timely manner, including inputting information into the BEESS Project Tracking System.
- \*(29) Develop products related to the FDLRS project and disseminate appropriately throughout the districts and state.
- \*(30) Evaluate offerings in specialty areas and assist in developing short- and long-range plans.
- \*(31) Provide input to appropriate personnel regarding upcoming plans, program coordination and service area developments.
- \*(32) Make and share decisions in a timely manner.
- \*(33) Demonstrate support for NEFEC and FDLRS vision, mission, goals and priorities.
- \*(34) Adequately plan all program and organizational functions within reasonable timeframes.

**Leadership and Strategic Orientation**

- \*(35) Assist the Program Administrator, FDLRS, in accomplishing grant goals.
- \*(36) Assist in the compliance with all local, state and federal policies, laws, rules and regulations related to the assigned areas.
- \*(37) Demonstrate initiative in the performance of assigned responsibilities.
- \*(38) Anticipate potential problems and develop processes or procedures to prevent or address them.
- \*(39) Provide leadership, direction and coordination of goals/initiatives which support the vision and mission of NEFEC and the enhancement of student learning.
- \*(40) Assist in implementing NEFEC's identified Areas of Focus.
- \*(41) Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
- \*(42) Perform other tasks consistent with the goals and objectives of this position.

**Worksite Service Standards**

- \*(43) Exhibit a positive and flexible attitude.
- \*(44) Foster and develop a professional image.
- \*(45) Demonstrate effective communication and collaboration with external stakeholders as well as co-workers.
- \*(46) Exhibit compassion and humility.
- \*(47) Promote a passion for learning and growing.
- \*(48) Demonstrate initiative.
- \*(49) Exhibit the ability to multitask and problem solve.
- \*(50) Translate organizational purpose into observable behavior.

**Assessment and Other Services**

- \*(51) The use of the adopted performance appraisal system for improving practice.
- \*(52) The accurate and timely filing of all applicable reports.
- \*(53) The completion of professional development activities as appropriate.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. Must be able to do extensive driving.

**TECHNOLOGY SPECIALIST, FDLRS (Continued)**

Job Description Supplement 11

**TERMS OF EMPLOYMENT:**

Twelve months. Eight hours per day.

Compensation based on Pay Grade 10.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the NEFEC policy on evaluation of personnel.