



**GOVERNING BOARD AGENDA ITEM**  
**AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10**

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**DATE OF MEETING:**      January 24, 2017

**TITLE:**    Approval of Job Description Revision – Instructional Technology Specialist

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**BACKGROUND:**

As our use of instructional technology increases across the District, the people who work at the sites to keep our systems up and running need additional skills to accomplish that task. Over the past year, we have looked at the changing job requirements and necessary skills. As a result, we have redesigned the job description to address those needs.

The proposed revised job description would go into effect upon Board approval for new hires to this position. For employees already in the position, a “readiness timeline” that basically focuses on their training and acquisition for an A+ certification would also come into place. Recognizing that many of them will have to pass the A+ certification test, we propose that upon Board approval, we notify them that they must meet the requirements of the new job description by the start of their first day back to work in August 2017 (typically, three days before the students arrive back at school).

District Title II funds can be used to reimburse them the cost of the test once they pass it.

A copy of the revised job description is attached.

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**RECOMMENDATION:**

It is the recommendation of the administration that the revised job description be approved.

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**INITIATED BY:**

*Michael Bejarano*

Michael Bejarano, Chief Academic Officer Secondary Education 6-12

*1/13/17*

Date: January 13, 2017

*Patrick Nelson*

Patrick Nelson, Superintendent

Job Code 04D  
Range E  
Revised January 2017

## **INSTRUCTIONAL TECHNOLOGY SPECIALIST**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- High School diploma or GED **and**;
- An Associate's or higher degree **or**;
- At least two years of study at an institution of higher education **and**;
- A+ Certification

#### **B. DESIRED**

- Previous experience using computer technology in the classroom
- Previous experience working with school-aged children

### **SUMMARY**

Provides technology assistance to students and staff members. Promotes continued expansion of the use of technology as an instructional tool. Regular attendance is necessary to perform the essential functions of this position.

Reports to: School Principal/Designee

### **ESSENTIAL FUNCTIONS**

- Sets up and maintains all technology equipment
- Ensures equipment is in good running order; coordinates necessary repairs as needed
- Communicates regularly with the school administration regarding technology issues
- Assists with setting up and maintaining required technology for student assessments
- Maintains technology device inventory
- Catalogues and maintains appropriate software licenses
- Orders necessary technology supplies under established guidelines
- Assists in the scheduling and operation of the computer labs
- Prepares special, monthly, and annual user reports
- Provides in-service and training and prepares abbreviated directions for commonly used technology devices
- Assists in establishing guidelines and enforces rules for technology device usage
- Keeps up to date with regard to tech advances and shares information with the principal and teachers
- Reviews software ordered by teachers and assists them with usage of it
- Assists staff with Microsoft Office questions
- Maintains computer carts, labs, lock boxes and other technology equipment

**ESSENTIAL FUNCTIONS (continued)**

- Assists with other curriculum based software programs
- May supervise student aides
- Attends required meetings
- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in the use of technology
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties as required

**MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to communicate orally and in writing
- Ability to perform functions requiring manual dexterity
- Ability to perform functions from written and oral instructions
- Ability to sit and/or stand for extended periods of time
- Ability to see, hear and speak at normal range, with or without reasonable accommodations
- Ability to read, write and comprehend information
- Ability to analyze and problem solve
- Ability to concentrate for extended periods of time
- Ability to reach, stoop and carry up to 30 pounds
- Ability to operate digital office and classroom equipment