



**CLASSIFICATION DESCRIPTION
Innovation Specialist**

TITLE OF IMMEDIATE SUPERVISOR: Innovation Coordinator	DEPARTMENT: Curriculum & Instruction	FLSA STATUS: Exempt
ACCOUNTABLE FOR (Job Titles): Not Applicable		PAY GRADE ASSIGNMENT: Non-Certified Business Administrators' Association, Weekly Salary Schedule, Pay Class III

GENERAL SUMMARY OR PURPOSE OF JOB:

The Innovation Specialist will promote the use of technology to support student achievement & the use of technology tools to support teaching & learning. The position will use coaching & mentoring methods in working with classroom teachers to implement the use of technology tools in classrooms. In addition, the Innovation Specialist will collaborate with content coaches to integrate technology skills & tools into the curriculum. The Innovation Specialist will support the effective & efficient use of technology resources district wide & provide basic technical support for building staff including use of basic technology equipment, apps/software as well as any necessary training.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Collaborate with classroom teachers to support their use of technology.	Daily
2.	Support classroom teachers as they work to integrate the use of technology tools in support of student learning.	Daily
3.	Collaborate with content coaches to assist teachers in meeting content standards.	Weekly
4.	Provide individual teacher assistance & professional development in small or large groups as needed to support student achievement.	Daily
5.	Work with curriculum staff to develop, implement & monitor a Pre-K-12 integrated curriculum.	Weekly
6.	Collaborate with other Innovation Department staff to foster a culture of innovation and change.	Daily
7.	Create learning resources for teachers & staff, including websites, videos & other types of tutorials.	Weekly
8.	Research emerging technologies & educational applications to establish future application & integration needs.	Weekly
9.	Be a consistent presence on site in locations where technology is being integrated; support classroom teachers, media specialists & other staff during technology integrated instruction.	Daily
10.	Coach, mentor & train adults to build technology skills & to increase user confidence.	Daily
11.	Work with Technology Department Manager & other Technology Department staff to assess needs, communicate challenges & discuss solutions.	Weekly
12.	Provide assistance in writing & implementing the District's technology plan.	Annually
13.	Provide basic technical assistance & routine troubleshooting to staff & refer any significant issues to the Technology Department through the help desk system.	Daily
14.	Contribute actively to the goals & success of the Innovation Team through collaboration, cooperation & flexibility in team discussions, activities & decision making.	Daily
15.	Perform other duties & participate in other projects as assigned or requested.	As Needed

MINIMUM QUALIFICATIONS: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a two (2) year degree in education, educational technology, computer science or information systems; or an equivalent combination of education, training and/or experience necessary to perform

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the essential functions of the job. Ability to travel between sites.

CERTIFICATION OR LICENSING REQUIREMENTS: (prior to job entry)

KNOWLEDGE REQUIREMENTS: (Requires knowledge of)

- General understanding of navigating & troubleshooting apps/software applications.
- Basic technical support for classroom & District equipment & accessing District networks & resources.
- An understanding of appropriate uses of technology in the educational setting.
- Current knowledge of available & emerging technologies especially regarding mobile & personal devices.

SKILL REQUIREMENTS: (Skilled in)

- Possess a positive and innovative attitude.
- Ability to effectively communicate with team members, teachers & other staff.
- Ability to be a good listener.
- Ability to actively work in a team.
- Willingness to learn new things.

PHYSICAL REQUIREMENTS: (Indicate according to the requirements of the essential duties/responsibilities)

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			√	
Walk		√		
Sit		√		
Use hands dexterously (use fingers to handle, feel)			√	
Reach with hands and arms		√		
Climb or balance	√			
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS:

Work is occasionally performed near moving mechanical parts, such as using general office equipment, in outdoor weather conditions, such as traveling between schools and other sites. There may be an occasional risk of electrical shock or radiation because of frequent computer use. The typical noise level is considered to be moderate. There may be an occasion where lifting twenty (20) pounds or more is required, in order to move computer equipment.

GENERAL PHYSICAL CONDITIONS:

Work can be generally characterized as Light Work: Exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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VISION REQUIREMENTS: (Check box if relevant)		YES	NO
No special vision requirements		√	
Close Vision (20 in. of less)			
Distance Vision (20 ft. of more)			
Color Vision			
Depth Perception			
Peripheral Vision			
JOB CLASSIFICATION HISTORY: Bjorklund Compensation Consulting, LLC, completed the banding and grading at the level B23 on April 3, 2014. Positions that are currently filled and/or within the District at this particular level are: Field Support Technician (Non Bargaining) Business Services Liaison (Non Bargaining) Board Approved on April 22, 2014.			