

DELETED EFFECTIVE : JUNE 30, 2009

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

**SPECIALIST II - INSTRUCTIONAL TECHNOLOGY COMMUNICATIONS**

**QUALIFICATIONS:**

- (1) Bachelors Degree in Computer Science, Computer Technology or Instructional Technology.
- (2) Three years combined experience in data communications, computer operations, network operations and administration.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of data communications systems including TCP/IP, AppleTalk and IPX. Extensive knowledge of wide area and local area network design and industry standards in order to optimally configure school-wide instructional computing networks in the most cost-effective manner. Extensive knowledge of Microsoft®, Novell® and AppleShare® network operating systems to implement and maintain network services at schools and centers. Knowledge to analyze and evaluate the network's system performance and functionality and provide enhancements or corrections. Knowledge and ability to trouble-shoot multiple operating systems, courseware, and software. Knowledge of project management practices and tools to facilitate implementation of school-wide instructional computing networks. Ability to provide general and specific support to teachers and technology coordinators in the use and coordination of school-wide instructional computing networks. Ability to provide general and specific support to teachers in the use of instructional technology applications.

**REPORTS TO:**

Director II - Instructional Technology

**JOB GOAL**

To plan, deploy and maintain school based networks to support the instructional goals of the district and direct the efficiency of all instructional data communications.

**SUPERVISES:**

N/A

## SPECIALIST II - INSTRUCTIONAL TECHNOLOGY COMMUNICATIONS (Continued)

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

- \* (1) Design, implement and support school-wide instructional computing networks throughout the district.
- \* (2) Coordinate the planning, evaluation, and acquisition of instructional technology computing and network resources at school sites.
- \* (3) Develop security control procedures for school networks and effectively communicate these procedures to the user.
- \* (4) Work with appropriate district personnel to insure the effective integration of administrative and instructional systems.
- \* (5) Provide project management for planning, implementing, improving, and maintaining school-wide instructional computing networks.
- \* (6) Conduct long-range planning on the choice, design and installation of school networks, wide-area connectivity, servers and workstations.
- \* (7) Develop and encourage teacher's skills in the use of network-based technologies for accessing instructional material and building collaboration across environments.
- \* (8) Provide training in the administration and use of instructional networks.
- \* (9) Assist principals, technology coordinators, and teachers in assessing their instructional technology needs and provide direction or resources to meet those needs.
- \* (10) Frequent shifts between technical and inter-personal tasks.

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

- \* (11) Represent the Instructional Technology Department in local, state, or national meetings and conferences.
- \* (12) Communicate the requirements of the Instructional Technology Department and instructional computing networks to outside engineers, architects, and vendors.
- \* (13) Keep supervisor informed of potential problems or unusual events.
- \* (14) Respond to inquiries and concerns in a timely manner.
- \* (15) Communicate with vendor technical support to resolve hardware and software problems.

#### Professional Growth and Improvement

- \* (16) Keep well informed about current trends and best practices in areas of responsibility.
- \* (17) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (18) Attend training sessions, conferences and workshops to keep abreast of current practices and programs.
- \* (19) Refer to professional standards and practices to design and maintain efficient local area and wide area networks.
- \* (20) Refer to professional journals and other current research to determine appropriate uses of technology applications, networking, and staff development in education.

#### Systemic Functions

- \* (21) Maintain effective use of technical infrastructure of the district.
- \* (22) Receive objectives for the department and priorities for specific projects from the Director of Instructional Technology.
- \* (23) Work in a proactive and self-directed manner to plan and carry out technical and curricular objectives and priorities of the department and district.
- \* (24) Follow the policies of the Instructional Technology and Management Information Systems Departments in the management of the local area and wide area networks, and adapt those policies to the ever-changing demands of technology.
- \* (25) Follow the accountability legislation, including the Sunshine State Standards.

## SPECIALIST II - INSTRUCTIONAL TECHNOLOGY COMMUNICATIONS (Continued)

### Leadership and Strategic Orientation

- \* (26) Provide district-wide leadership for development, implementation, monitoring, and improvement of instructional networks.
- \* (27) Advocate the use of technology for delivery of instruction throughout the district.
- \* (28) Utilize appropriate strategies and problem-solving tools in making decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (29) Assist in implementing the District's goals and strategic commitments.
- \* (30) Exercise proactive leadership in promoting the goals and mission of the District.
- \* (31) Set high standards and expectations for self and others.
- \* (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (34) Facilitate problem solving by individuals or groups.

### **PHYSICAL REQUIREMENTS:**

Office-type work including sitting and use of keyboard.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

### **EVALUATION:**

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

### **\*Essential Performance Responsibilities**

## PROFESSIONAL SALARY SCHEDULE – PAY GRADE 10

Date of Board Approval: March 19, 2002

Date of Revision: October 22, 2002

DELETION APPROVED BY BOARD: APRIL 21, 2009