



Job Title: Site Technology Specialist

Department: Organizational and Professional Learning
Reports To: Executive Director of Organizational and Professional Learning
Grade: BG-06
Number of Days: 12 Months
Security Access: Wilson
Current Date: June 2, 2015
Overtime Status: Exempt

Position Summary: The Technology Resource Specialist promotes the use of technologies to support student achievement in the preK-12 classroom, provides leadership, professional development, and instructional support to instructional and administrative staff, and serves as a liaison between school and district technology initiatives and school-based implementation and support for administrators and teachers. This position also provides essential support needed to complete technology-based instructional management and productivity functions of the Office of Organizational and Professional Learning; collaborates across departments with appropriate instructional and technical staff to support, manage, optimize the use of instructional software, and network resources to support quality teaching and learning; works independently and collaboratively with colleagues; assists in the design, development, documentation, analysis, creation, testing, or modification of computer systems, software, and programs based on and related to user or system design specifications; works closely with the department of Instructional Technology in the development of district web sites and communication; and supports the Office of Organizational and Professional Learning in maintaining classroom technology for training and conferences.

Minimum Qualifications:

- Bachelors' Degree
- Technology or related field
- Experience in technology and training
- Documented experience in technology integration, video production, computer technology
- Instructional Design
- Training or equivalent experience in computer networking, repair, and software installation
- Documented experience in project management, planning, and execution

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist staff in planning, designing and producing multi-media presentations
- Assist staff in planning, designing, and producing finished video presentations

- Train staff in the use of multi-media equipment and software
- Maintain audio/visual equipment for the Office of Organizational and Professional Learning
- Assist in maintaining professional learning management system including reports
- Support Office of Organizational and Professional Learning staff with software training and onsite support.
- Liaison with IT regarding training needs and desktop computer issues; utilizing Wilson as a test site for some IT work
- Train site tech coordinators
- Work with Instructional Technology Coaches to further training
- Coordinate with Directors of Organizational and Professional Learning to insure high quality training and development experiences for TPS personnel - including designing and assisting in the design of training curriculum and teaching classes as needed--on and off site.
- Maintain Office of Organizational and Professional Learning Web Site

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Ability to coach, mentor, and teach adults
- Ability to work cooperatively and collaboratively with others, demonstrate self-discipline and initiative, follow state and district guidelines
- Ability to collect and analyze data from a variety of sources, evaluate and make recommendations
- Ability to work under stress in resolving problems during presentations with audience
- Able to lift 60 pounds
- Able to climb ladders to height of roof or ceiling

Supervisory Responsibility:

- None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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