

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Technology Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide devices, services and technical assistance to students with disabilities throughout the District. The position is responsible for coordinating assigned programs and services, ensuring District compliance with all applicable state and federal laws, and performing related work as assigned. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports. The position works independently, reporting major activities through periodic meetings.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Provides professional development to School Board Employees in the area of Assistive Technology.

Provides technical assistance to teachers/students in area of Assistive Technology.

Supports and oversees student assessments.

Responds to teacher requests for equipment and provides immediate assistance within 48 hours.

Provides devices and/or services to improve the functional capabilities of students with disabilities.

Assists in developing and implementing program policies and procedures; establishes and monitors progress toward program goals and objectives.

Assists in ensuring program compliance with applicable state and federal regulations.

Serves as District liaison with agencies, consultants and students with disabilities; coordinates Assistive Technology programs with individual schools as needed.

Serves as a resource to teachers, administrators, principals and other staff; facilitates meetings to discuss technology coordination.

Establishes and maintains community partners to provide information, resources and services to students.

Researches, compiles data for and prepares various statistical, administrative and professional reports as required by the District and/or other agencies for report preparation and/or decision-making purposes.

Performs general administrative work as required, including preparing correspondence, attending meetings, entering and retrieving computer data, copying and filing documents, preparing mail, ordering supplies.

Attends meetings, training, seminars and conferences as appropriate to enhance job knowledge and skills.

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Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information; implements and reports on operations and activities.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving considerable economies or preventing considerable losses through the management of a large department.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads journals and manuals; prepares specialized reports and business letters using proper format and grammar; speaks to groups of co-workers and people outside the organization.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

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Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in the work unit.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires considerable responsibility for the mid-level management of the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a master’s degree in education or educational leadership.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Requires state of Florida teacher certification.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires four years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 40 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, fumes or noxious odors, violence, traffic.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director Teaching & Learning

Supervises:

N/A

PAY GRADE: From: 12701 To: 12725

Number of Months: 11 Number of Days: 220 Hours: 7.5

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Board Approved 3/18/2016