

**TITLE****Curriculum Specialist (Technology)****QUALIFICATIONS**

1. At least a Bachelor's Degree with an appropriate teaching endorsement(s);
2. Experience and ability to demonstrate current technology applications, the use of peripherals, and classroom integration in daily classroom instruction; and
3. Experience working with, and training, adults;

**JOB GOAL**

**To maximize the use and effectiveness of modern technological advancements throughout the school system by effective training of teachers and staff; thus, helping all students experience academics success.**

**ESSENTIAL FUNCTIONS**

1. Assist in the integration of technology applications in the K-12 curriculum;
  2. Develop and implement staff development programs and materials for the integration of technology and curriculum, to meet specific system needs related to the instructional use of computers;
  3. Provide technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom;
  4. Assist in implementation of the system's technology plan;
  5. Train teachers and staff in the most innovative use of modern technology;
  6. Oversees and up-dates the system Website (<http://fcstn.net>)
    - Develop, host (in-house server), and maintain website for Franklin County school district.
    - Maintenance includes:
      - Posting requested material daily.
      - News/pictures from schools are received daily with a request to be run on the homepage slideshow. Monthly lunch menus are converted to PDF files (for easy printing) and posted.
      - Train and setup school personnel to upload content to website.
      - When necessary up-date components of the system web-site.
- and
7. Performs other duties, as deemed necessary, by the Supervisors and the Director of Schools.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed twenty (20) pounds. Other physical demands that may be required are as follows:

1. Stooping and/or kneeling
2. Reaching
3. Talking
4. Hearing
5. Seeing

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
5. Strong communication skills.
6. Well versed in research on teaching and learning.
7. Can model demonstration teaching.
8. Ability to meet the public well.
9. Ability to convey curriculum and staff development experience
10. Good organizational skills.
11. Demonstrates the ability to implement innovative ideas.
12. Enthusiasm

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Numerical: Ability to perform arithmetic operations quickly and accurately.

4. *Data Perception:* Ability to understand and interpret information presented in the form of graphs, charts, or tables.

## **WORK CONDITIONS**

Normal working environment—anticipate working in 210 days, could possibly extend to a maximum of 240 days, if needed and funds are available. Works under the direct supervision of the Supervisor of Federal Programs, Elementary Education, and Accountability and the Supervisor of Secondary Education and Career Enhancement.

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.