

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Manager I, Technology Training	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Instructional Division	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-24/Management Salary Schedule

(Former Classification: Technology Specialist)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area(s); assist with the coordination and management of the District's baseline and categorical technology integration programs and services; assist with the planning and implementation of new instructional and training programs to meet the needs of the departments and sites.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Assist in a timely manner the design and implementation of various modes of professional learning opportunities for all District staff. *E*

Identify strategies to implement and maintain a technology-integrated Professional Learning Center in order to provide high quality training opportunities to District staff. *E*

Support existing technology programs and collaborate with staff to plan and implement new instructional and training programs to expand practices proven to raise student achievement. *E*

Assist in the identification and implementation of standards aligned applications, electronic resources, and innovative technology tools and practices to support District goals in improving student learning. *E*

Develop and provide instructional technology support including on-line resources, networking, consulting, and planning services to school sites and departments. *E*

Assist in the development and dissemination of technology use and access policies. *E*

Collect and analyze data sources in a timely manner to evaluate progress in instructional technology to meet the needs of staff and sites. *E*

Collaborate with site, department and community personnel to design and implement technology initiatives and plans to support professional learning and accomplish District stated goals. *E*

Assume additional responsibilities, tasks and duties as may be determined by supervisor or designee. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: a minimum of three years of successful teaching experience demonstrating the use of technology as a tool in instructional process.

LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential; valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Demonstrate leadership skills in implementing new ideas and programs.
Creation of instructional materials including written, Web-based, and hypermedia.
A wide variety of computer hardware and software applications including Operating Systems, on-line resources, networking, library/media automation, Web pages, instructional software programs, and computer managed instruction.
Network design including wiring, hardware connections, software requirements, and hardware set-up, troubleshooting and maintenance.
Interpersonal skills using tact, patience and courtesy.
Planning and implementing technology at new and existing sites including technology planning, staff development programs, implementing change.
Web meeting technology and video technology and production.
Problem solving techniques.
Oral and written communication skills.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Create instructional materials including written, video and interactive websites.
Negotiate skillfully in difficult situations and strongly promote compromise to satisfy all parties.
Assist in planning, designing and implementing a staff development programs
Maintain current knowledge of trends in the assigned field.
Provide technical guidance and recommendations concerning existing computer programs and systems.
Operate computers and peripheral equipment properly and efficiently.
Learn new or updated computer systems and/or software programs to apply to current work.
Establish and maintain productive working relationships with a diverse range of people.
Comprehend and communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Plan and organize to meet schedules and time lines.
Work independently and effectively with minimum direction.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor teaching environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information; seeing to develop and view various technology programs; dexterity to operate a computer and other computer or office equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions