



Dallas County
Schools

Strengthening Education Through Service

Job Description

Job Title: Technology Education and Mentoring Specialist (T.E.A.M.S.)
Coordinator (226 Days)

Wage/Hour Status: Exempt

Pay Grade: 3

Reports to: Asst. Director of Instructional Technology

Department: Technology

Revised Date: 3/23/2016

Location: White Settlement Service Center

Primary Purpose:

This individual will provide leadership and expertise to teachers, administrators, and other personnel through planning, training, implementation, and evaluation of effective instructional technology throughout the district. They will assist in the development of short and long-range plans for the integration of technology into the instructional program.

Qualifications:

Education/Certification:

- Bachelor's Degree
- Valid Texas Teaching Certificate

Special Knowledge/Skills

- Knowledge of computer hardware and software applications
- Knowledge of technologies available for use in the educational instructional setting
- Knowledge of curriculum design and implementation
- Ability to develop and deliver technology training to adult and student learners
- Strong organizational, communication skills and interpersonal skills
- Excellent customer service skills and the ability to work with all levels of personnel
- Proficient use of Google application products (Google Drive), Microsoft Office Products, learning management systems, and others

Experience:

- Three years classroom teaching experience
- Experience in the successful integration of technology in the classroom setting

Major Responsibilities and Duties**Staff/ Curriculum Development and leadership roles**

1. Use technology to extend the teaching and learning process in order to engage faculty and students and enhance education.
2. Support teachers and administrators in the research, planning and implementation of technology in education.
3. Facilitate the effective use of computers and other technology in instructional programs in assigned districts/schools.
4. Develop and implement technical support documentation and training videos for vendor supplied or Texserve enhanced applications.
5. Provide leadership and technical expertise to principals and other district personnel in the planning, implementation, and evaluation of effective instructional technology throughout the district(s).
6. Coordinate the development and implementation of a comprehensive staff development plan for use of instructional technology.
7. Provide staff development to teachers and administrators in methods involving technology in the delivery of curriculum.
8. Assist Instructional Coaching staff and teachers in integrating technology into the existing instructional curriculum.
9. Coordinate the writing of curriculum for technology programs to monitor the instructional process in all content areas using technology.
10. Develop and implement a continuing evaluation of the instructional technology program and implement changes based on the findings.
11. Develop instructional web and media-based interactive learning objects (tutorials, demos, training modules).
12. Conduct research to identify potential applications for new and emerging instructional technologies at the state and national level.
13. Collaborates with co-workers, on departmental, district-wide and out of district projects.
14. Present relevant instructional technology information at the district and state level.
15. Design and develops print and web based user documentation.
16. Assist in the supervision of campus liaisons.
17. Assist in the operation and maintenance of the various instructional technology programs in use such as electronic online books, iStation, GAFE, Apple accounts, active directory, Destiny, etc.
18. Develop specific strategies to implement a digital learning environment via 'one to one' initiatives.

19. Attend Professional Learning Community meetings to collaborate with teachers and curriculum staff to gain knowledge on the inner workings of the classroom and the student learning process.
20. Updates the content of educational programs to ensure that students are being trained with equipment and processes that are technologically current.
21. Offers training, strategies, and model lessons for Project Based Learning, flipping the classroom, classroom applications, etc.
22. Assists in the development of assessment tools and TEKS alignment.
23. Visits classrooms by request of the teacher or administrator.

Technical Support

24. Collaborate with the Director of Technology to assist with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials within instructional programs.
25. Serve as liaison to outside vendors that provide support for technology equipment and materials.
26. Work with a wide range of multimedia software including, audio, video, and photo to develop materials for online, hybrid, and face to face courses.
27. Assist in the development and maintenance of the district's web presence.
28. Troubleshooting technical issues with faculty and administration.
29. Support the online learning management system.

Budget and Inventory

25. Create and maintain inventory of district issued devices.
26. Review electronic curriculum application budget and cost estimates at the district and building level.
27. Assist with the selection of technology equipment and software.

Policy, Reports, and Law

28. Assist in the development of policies and procedures regarding technology issues.
29. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
30. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of instructional technology.

Personal Effectiveness

31. Positive Attitude: Presents a positive role model for patrons that supports the goals of Dallas County Schools/Texasserve.
32. Cooperation: Works effectively with others.
33. Dependability: Reports to work on time, is reliable for regular and overtime work, and is absent only with good cause.
34. Judgment: Exhibits good judgment in decision-making and problem solving.

- 35. Initiative: Recognizes needs of job and suggests ways to improve efficiency and productivity.
- 36. Leadership: Commands leadership qualities and uses them with discretion as appropriate while continuing to contribute as a team member.

Other

- 37. Performs other duties as assigned.
- 38. Maintains confidentiality of information.

Mental Demands/Physical Demands/Environmental Factors:

Moderate walking, standing, climbing, heavy lifting, carrying, stooping, bending, kneeling and reaching. Maintain emotional control and sound decision-making under stress. Work with frequent interruptions. Prolonged use of computer. Occasional district wide and/or possible statewide travel including occasional prolonged and irregular working hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____