

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLE: ACADEMIC TECHNOLOGY SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Manager-Instructional Technology and Online Learning, researches, develops, coordinates, implements and assesses programs in accordance with State mandates and district/school/curriculum needs for online curriculum reform and school development planning.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Recommends and implements online learning strategies and academic technologies; develops long and short-term plans; provides data for long-term planning in the department.

Assists teachers and administrators with assessing, planning, implementing and evaluating the use of academic technologies, including online and blended instruction.

Plans, organizes, coordinates and conducts staff development trainings and presentations to teachers, administrators, boards, technical support staff, other agencies and business representatives; identifies, researches, develops and analyzes staff development programs within broad guidelines incorporating curriculum content, methodology and technologies; designs tailor-made training materials to meet long and short-term staff development needs.

Creates online learning modules using recordings, simulations and other technologies.

Collaborates with content coordinators and other subject matter experts to transfer content to online environments and assure that courses are successfully completed to specifications.

Adapts instructional materials created for face-to-face delivery to blended or fully online formats.

Operates a computer and assigned software; operates standard office equipment; drives a vehicle to various sites to conduct work.

##### **OTHER DUTIES:**

Performs related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

K-12 curriculum and the general school environment.  
Training methods, program planning, group facilitation process and dynamics, and instructional techniques.  
Oral and written communication skills.  
Interpersonal skills including tact, patience and courtesy.  
Operation of a computer and assigned software.  
Record-keeping techniques.  
Budget preparation and control.

**ABILITY TO:**

- Recommend and implement online learning strategies.
- Research, synthesize, write and market programs.
- Communicate orally and in writing with large and small audiences.
- Collect, assemble and analyze data.
- Prepare reports and monitor progress.
- Modify systems, procedures and programs.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and standard office equipment.
- Determine appropriate action within clearly defined guidelines.
- Create online learning modules utilizing appropriate technologies.
- Plan and organize work.
- Meet schedules and timelines.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree in education or related field and three (3) years experience in providing instructional technology services.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Elementary or Secondary Teaching Credential
- Valid California driver’s license

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment
- Driving a vehicle to conduct work

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Hearing and speaking to communicate with others and make presentations
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials

Approved: Philip J. Gordillo 9/14/11  
 Philip J. Gordillo Date  
 Executive Director of Human Resources

Approved: 7/01/11  
 Revised: 9/14/11 (changed: under the direction of the Coordinator, Instructional Techn., to under the direction of the Manager-Instructional Technology and Online Learning)