



Job Description

Position Title: Educational Technology Specialist

Employee Group: Teacher

FLSA: Exempt

Supervisory Responsibilities: None

Reports to: Building Administration

Qualifications:

1. Wisconsin Department of Public Instruction Teaching Certification.
2. Three years of successful classroom teaching experience demonstrating a deep understanding of instructional strategies and state and/or national standards in educational technology.
3. Experience in leadership, facilitation, consultation and collaboration.
4. Proficiency in oral and written communication skills and interpersonal skills.
5. Knowledge of best practices in technology use, tools, and integration.

Preferred experience:

Working with diverse student populations, including students with disabilities and English Language Learners.

Integrating technology into instruction.

Participation in collaborative teaching teams or professional learning communities.

Background in developing and delivery of training/workshops.

General Responsibilities:

Acts as an instructional leader in guiding and modeling educational technology integration based on best practices, district expectations, and current research. Ensures infrastructure and tools are available to carry out school and technology initiatives. Responsible for providing assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups. Provides instruction to classes and small groups of students, both as the primary instructor as well as in collaboration with other teachers.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

ESSENTIAL FUNCTIONS:

A. Professional

The educational technology specialist shall:

- Attend and participate in required district inservice programs.

- Complete the evaluation/staff development cycle.
- Stay current through professional development opportunities.
- Share expertise and knowledge with other staff.
- Demonstrate punctuality and dependability.
- Promote a positive attitude and enthusiasm toward education.
- Develop and maintain positive and cooperative interactions and communication with school staff, clients, and the community.
- Prepare and deliver lesson plans and activities using a variety of instructional strategies and materials that are appropriate for the stated instructional objectives and needs / ability of the students involved.
- Creates a supportive learning environment for all students that encourages social interaction, active engagement in learning and self-motivation.
- Utilize established channels for handling routine procedures, resolving problems/concerns and making suggestions.

B. Educational Technology

The educational technology specialist shall:

- Collaborate with School Administrators, Library Media Specialists, Building Technology Assistants, and other staff to ensure infrastructure and tools are available to carry out school and technology initiatives.
- Collaborate in the evaluation, selection and implementation of instructional technology materials and software, including resources to support elementary keyboarding instruction.
- Assist with technology training as part of collaborative school district staff development initiatives and supports regional and statewide educational initiatives..
- Provide assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups, and meeting with PLCs/individual teachers during the school day.
- Collaborate with teachers in integrating technology standards into the curriculum through composing effective technology-infused, content-based lessons, and supporting the teachers as they implement the lessons in their classrooms.
- Articulate appropriate instructional technology practices as described in technology standards for students and teachers.
- Use knowledge of information and technology standards and best practices in instruction to develop and teach lessons to students.
- Provide parent education resources regarding technology and related ethics and safety for students
- Collaborate to provide leadership in developing and implementing technology plans and serve on building technology committee(s).

- Participate in ongoing professional development related to job responsibilities and maintaining expertise in the field.
- Act as a resource for teachers, parents, administrators, school board and community members.

C. District / Department

The educational technology specialist shall:

- Attends and actively participates in required District professional development programs.
- Participates in required staff meetings, open houses and conferences.
- Assist in the selection of instructional technology, instructional materials, supplies, and other needed items.
- Collaborates, supports and promotes the building and district's professional learning community.
- Develops and maintains positive and cooperative professional relationships with other school staff, stakeholders, and the community.
- Maintains awareness of, follows and implements all district policies, procedures and rules and applicable state and federal law.
- Cares for district resources, equipment and materials assigned to them and reports concerns regarding facilities to the designated supervisor.
- Adheres to District budgetary processes and controls.
- Participates in the development and implementation of District, Building and Department goals and plans; supports the development and implementation of school improvement initiatives.
- Keep accurate records and provide them for school district use and file required reports on a timely basis.

D. Building

The educational technology specialist shall:

- Participate in committees and school improvement initiatives.
- Provides supervision in non-classroom areas and situations in accordance with the building student management plan.
- Promotes and maintains a safe and healthy environment in the classroom and building.
- Responds to internal and external voicemail and email communications in a timely fashion.
- Provides direction and supervision for all activities to which they are assigned (coach, director, supervisor, advisor, chaperone, etc.)
- When applicable, provides direction and/or supervision for teaching assistants, paraeducators, student teachers, interns, and substitutes.

E. Other Functions

The educational technology specialist shall:

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the building principal.
- Properly handles confidential matters relating to students, staff and district records.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

- Written and verbal communication in English; write reports and business correspondence.
- Read and interpret documents such as IEP's, 504's, District reporting forms, procedure manuals and curriculum guides.
- Knowledge of various technology teaching strategies and state and national technology standards.
- Skill in designing and delivering differentiated instruction.
- Ability to respond to questions from diverse groups of administrators, staff, students and families.
- Knowledge of instruction and assessment practices, child development, brain development and best practices in education.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables in dynamic instructional settings.
- Knowledge of conflict resolution and crisis de-escalation techniques.
- Ability to maintain good relationships with others. Good human relations skills.
- Ability to use job-related equipment and technology using pertinent software applications.
- Ability to create an inclusive and culturally responsive classroom environment.
- Ability to work independently; Strong organizational and time management skills.
- Knowledge of LMS (Schoology, Google Classroom, Seesaw, etc.), SIS (Infinite Campus, Skyward, etc.), single sign-on tools (e.g. Clever), and device management strategies.
- Knowledge of Chromebooks and iPad (iOS) and related equipment and operating systems.
- Thorough knowledge of Google Apps for Education.
- Technical skills required to manage and perform basic maintenance on computer equipment and assisting students and teachers in resolving basic technical issues using School technology.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting and carrying up to 25 pounds, and reaching.

Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision to read and far vision to supervise students. The employee is directly responsible for safety, well-being or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The ability to talk, hear, and express and understand ideas and thoughts are constantly required.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout their employment in the district.

Work Environment

This job is performed indoors in a group setting and occasionally outdoors. The noise level in the work environment is moderate to loud. May be exposed to bodily fluids and communicable diseases in a school environment, with proper protective measures provided. Duties as assigned may include travel within a single building or between buildings and a driver's license may be required for some assignments.

Legal Ref.: Sections 118.19 Wisconsin Statutes
 121.02
 PI 34

Adopted: 5.11.2021

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