

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SPECIALIST I - BLENDED LEARNING

GENERAL STATEMENT OF JOB

Under the supervision of the Director of Blended Learning, employee provides support to schools and programs within Guilford County Schools related to the successful implementation and use of instructional technology hardware and software related to Blended Learning. At the direction of the Director of Blended Learning, the employee provides school and district staff technical support and training in the use of instructional technology, access to support for online learning systems, and supports device management and maintenance for 1:1 schools. The employee provides technical training and assistance to schools in the operation of devices and other learning technologies as needed. Work involves regular and accurate entry of data in online systems and requires coordination with co-workers, school-based staff, and technology services staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Gathers information documenting the effectiveness of the program, interprets this information, and provides constructive input in evaluation of the program.

Assists middle schools with device management and maintenance.

Assists middle schools with technical training in the operation of devices and other learning technologies.

Provides training and support to teachers in the use of current technology.

Performs data entry and content management tasks related to Blended Learning instructional programs.

Provides training to teachers in computer competencies.

Maintains current knowledge of technology and instructional practices that relate to the use of technology.

Provides resource information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool.

Teaches formal workshops for renewal credit and mini-sessions on single topics for the staff of assigned schools.

Communicates with school and district personnel, parents, and community to share information about the technology program.

SPECIALIST I – BLENDED LEARNING

- Assists in the development and implementation of technology professional development.
- Assists with special projects under the management of the Blended Learning Department.
- Works with the school media persons to maintain accurate records involving computer use, inventory and maintenance.
- Assesses the needs and plans for new technology of assigned schools and communicates these to the appropriate personnel or technology committee.
- Follows ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.
- Provides assistance in the selection, ordering, receiving, and installing new equipment and software.
- Communicates with technology vendors.
- Assesses the need for miscellaneous items such as cables, power strips, power cords, and adapters, etc.
- Troubleshoots hardware and software problems, and recommends repairs as needed.
- Supports the use of computers and related instructional technology in classrooms.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in education with experience in blended learning opportunities, and 5 years of teaching experience with program supervision experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities

SPECIAL REQUIREMENT

Must be certified to teach in the State of North Carolina. Must possess a valid North Carolina Driver's License.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computer hardware and software, office equipment, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects. Physical demand requirements are for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

SPECIALIST I – BLENDED LEARNING

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondences, technical manuals, trade journals, etc. Requires the ability to prepare reports, forms, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using computer equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of federal, state, and local policies and procedures regarding instructional technology.

General knowledge the North Carolina student computer competency requirements.

General knowledge of the appropriate uses of technology for instruction in various subject areas.

SPECIALIST I – BLENDED LEARNING

General knowledge of computer technology, multiple hardware platforms, network architecture and cabling techniques.

General knowledge of multimedia, telecommunications, and popular software packages used for word processing, spreadsheet and database applications.

General knowledge of the principles of supervision, organization and administration.

General knowledge of the ethical guidelines applicable to the position as outlined by professional standards and/or federal, state and local laws, rules and regulations.

Ability to evaluate the effectiveness of programs and make recommendations for improvements.

Ability to develop short- and long-term goals and objectives.

Ability to evaluate the performance of hardware and software and make recommendations for improvement.

Ability to exercise independent judgment in directing the work of subordinates and in making technical decisions.

Ability to maintain complete and accurate records and to develop meaningful reports.

Ability to express ideas orally and in writing effectively.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.