

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 2245  
Instructional

FLSA: Exempt

## **CURRICULUM TECHNOLOGY SPECIALIST**

### **MAJOR FUNCTION:**

Provides professional development, support, and assistance to teachers with the infusion of technology in all curriculum areas.

### **DUTIES AND RESPONSIBILITIES:**

- Surveys staff periodically to determine need for materials, equipment and training.
- Facilitates training in technology for teachers, students, parents, and the community.
- Collaborates with assistant principal to provide training in all curriculum areas.
- Collaborates with media specialist to provide training in and assist with multi-media presentations.
- Makes recommendations for purchases of equipment, software, and other appropriate instructional materials.
- Models teaching techniques and strategies in the classroom.
- Assists in classroom organization and management for effective use of technology in an integrated curriculum.
- Assists teachers in the development of interdisciplinary units and other integration strategies.
- Facilitates the training for beginning and new to the school teachers on the available technology and its use in the instructional program.
- Serves as a member of the school's technology committee and assists with the development of the school technology plan.
- Assists in the presentation and evaluation of emerging technologies.
- Provides in-house repairs of existing technology where possible.
- Manages local area network.
- Participates in district level professional development.
- Attends conferences, workshops, and vendor presentations to keep abreast of current and emerging technologies and effective techniques for infusing these technologies into the curriculum.
- Serves as a public relations contact for the school.
- Serves as a member of technology-related school improvement teams.
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree. Three (3) years of successful teaching experience. Knowledge of school curriculum. Evidence of training in technology and/or demonstrated use of extensive technology in the curriculum. Demonstrated leadership skills. Experience in curriculum development and professional education of teachers. Willingness to sign Professional Program Commitments form. Favorable recommendation from current principal/supervisor.

ISSUED: 8/93 BMP; REVISED: 1/94 BMP (MQ'S ONLY); REVISED: 6/94 DLH; FORMAT REVISED: 9/04 LMCK; REVISED WC: 2/16/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

## Curriculum Technology Specialist

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				