EMPLOYEE NAME: __________________________

Revised: 8/00; 10/12; 6/18; 3/19

JOB DESCRIPTION

POSITION TITLE: Technology Application Specialist for Special Education

JOB CODE: 475X

DIVISION: Academic

SALARY SCHEDULE: NA

DEPARTMENT: Teaching & Learning Support and Specialized Services

WORK DAYS: 238

REPORTS TO: Supervisor, Special Education

PAY GRADE: CZ00 (Based on Teacher CIT 4,5,6,7)

FLSA: Exempt

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: To provide support and technical assistance to the district in the implementation and development of the technology system for Individual Education Programs

REQUIREMENTS:

1. Educational Level: Bachelor’s Degree or its equivalency required (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the bachelor’s degree requirement; however, the work experience years used to qualify for the bachelor’s degree requirement cannot be used to meet the work requirement.

2. Certification/License Required: None

3. Experience: Three years of relevant experience in K-12 student information software application and/or expertise, training, development and delivery of technical application systems.

4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities

5. Knowledge, Skills, & Abilities: Computer and technical skills; written and oral communications; ability to train and support teaching staff; project management skills; proficient in technology

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.

2. Works collaboratively with special education leaders, internal technology staff and the software application team to support the use of the IEP system within the district.

3. Manages the assignment of application program rights for special education leaders, district leaders, local school administration, teachers and support staff.

4. Builds and runs specified reports for district staff and local school staff.

5. Assists in the configuration of applications for initial use and for ongoing maintenance.

6. Supports the training of special education staff for the initial implementation; conducts ongoing training for new staff members.

7. Develops training materials and reference guides for special education staff.

8. Collaborates with district special education leadership on needed changes and updates to the application program.

9. Collaborates with technology staff and accountability staff on data reports and FTE reporting.

10. Performs other duties as assigned by appropriate administrator.

Signature of Employee __________________________________________ Date __________________________

Signature of Supervisor __________________________________________ Date __________________________