

**Hernando County School Board
Florida**

FLSA: Exempt, Union

Technology Evaluation and Support Specialist

Required Qualifications:

- Bachelor's Degree
- Hold a valid Florida teaching certificate
- Successful experience in the utilization of instructional technology
- Ability to maintain effective working relationships with co-workers
- Experience with Microsoft Office products with proficiency in Microsoft Excel

Desired Qualifications:

- Minimum of three (3) years of teaching experience
- Working knowledge of computers and educational software
- Ability to train and coach teachers

Performance Responsibilities:

- Provide technology support on software applications (supplemental programs) and equipment used throughout the district
- Assist teachers, parents, staff, and administration in the use of supplemental technology applications
- Coordinate the selection and research of supplemental technology, including software and hardware needs of schools and the district
- Assist in the evaluation, data collection, and data analysis of supplemental technology programs and resources
- Serve as liaison between vendors and the school to resolve technical issues with supplemental instructional programs
- Assist in the evaluation of budget requirements for software and hardware needs for an effective school technology program
- Provide and/or support school-wide supplemental technology, including software and hardware training, curriculum through technology training and/or district technology training
- Perform other tasks consistent with the goals and objectives related to supplemental technology
- Assume flexible work hours to support staff training, parenting and tutoring programs, and/or enrichment activities
- Perform other duties as assigned by the Coordinator of Evaluation, Data Analysis, and Research and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Coordinator of Evaluation, Data Analysis, and Research and/or designee

Evaluation:

Annual evaluation done by the Coordinator of Evaluation, Data Analysis, and Research and/or designee

Terms of Employment:

- 10-month employment
- Federal Grant Funded
- Additional days during the summer may be allocated based upon available funding and approval of the Hernando County School Board

Salary:

Salary based upon approved salary schedule - Instructional

Job Code:

63104

Board Approved: 10/04/2016

Revised: