



## PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

400 E Silverspoon Avenue - Granville, IL 61326  
(815)882-2800 x 5

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### JOB DESCRIPTION

#### **-Educational Technology Specialist-**

#### **Purpose**

1. Provide teachers and staff with support on the implementation of technology for teaching and learning across all PC #535 schools
2. Assist in maintenance and coordination of the District's technology infrastructure

#### **Reports To**

Superintendent and/or School Principals

#### **Duties/Responsibilities**

1. Oversee alignment and implementation of technology standards for grades prek-12+
2. Coordinate with District Library Media Specialist in curriculum development and implementation provided by media aides
3. Provide individual, small group, and whole faculty trainings on educational technologies
4. Assist in classrooms with the implementation of technology
5. Coordinate with Superintendent and other personnel on technology budgeting, including eRate
6. Manage device rotations
7. Organize and prioritize in-district troubleshooting
8. Collaborate and communicate with District consultant on large infrastructure work
9. Provide Principals with direction on easy troubleshooting steps when distant
10. Research and suggest software, digital technology, or other resources to teachers
11. Maintain list of procured digital programs and subscriptions
12. Serve as chair of the EPIC Technology Committee
13. Work with supervisors to develop and maintain programs and environments that promote the safety and welfare of students, faculty, staff, and visitors
14. Follows all policies and procedures as approved by the Board of Education and administration
15. Perform related duties as assigned for all PC #535 schools

#### **Qualities/Characteristics**

1. Previous experience as a teacher is highly preferred
2. Understanding of teacher and staff needs
3. Patience
4. Mobile
5. Service-oriented

#### **License**

Teacher license with technology specialist endorsement (District is willing to hire if endorsement is provisional)

#### **Other**

- Salary and benefits to be paid according to collective bargaining agreement
- Contract for position shall be extended up to 20 days for summer work with compensation calculated on the basis of 1/180<sup>th</sup> of the corresponding salary position on the salary schedule

**-Providing foundations together, Cultivating individual growth-**  
[www.peschools535.org](http://www.peschools535.org)