

**Educational Technology Specialist**  
*Marshall Public School District Job Description*

**Position Title:** Educational Technology Specialist

**Department:** Technology

**Reports to:** Assistant Superintendent, Technology

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**SUMMARY:** To assist the Marshall School District with instructional training, planning and implementing the use of technology in the classroom throughout the school district. Provide leadership in eMINTS, eMINTS4ALL, and district instructional technology training by providing smooth and effective delivery of training and services to school district personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

Establish positive rapport with eMINTS and eMINTS4ALL teachers/participants and serve as the district eMINTS and eMINTS4ALL contact person. Visit and observe each eMINTS teacher a minimum of 10-12 times per school year. Visit and observe each eMINTS4ALL teachers a minimum of 5-6 times per school year. Be available to respond within 24 hours to questions of eMINTS and eMINTS4ALL teachers by email, phone, or other arrangement as appropriate.

- Be an active participant in eMINTS/eMINTS4ALL and District Instructional Technology Training in the school district.
- Assist in supporting, training, and promoting of online resources for the district's educators and district personnel.
- Design and implement a Professional Development Schedule for eMINTS/eMINTS4ALL and district personnel for technology training that is approved by the District Administration.
- Maintain accurate district and state records for eMINTS, eMINTS4ALL, and other technology related professional development.
- Maintain accurate records as well as any other assigned paper work and submit it in a timely manner to appropriate administration and department personnel.
- Develop/maintain a webpage to meet student, staff, and parent educational needs.
- Provide eMINTS/eMINTS4ALL teachers with coaching and on-going support and input for pedagogical change to more student centered and inquiry-based instructional methods using multimedia technologies.
- Assist in the preparation and delivery of professional development experiences for the eMINTS/eMINTS4ALL teachers that ensure a focus on student centered, higher order thinking skills, and collaborative instruction.
- Assist in the evaluation of instructional staff development activities and instructional support delivered to the eMINTS/eMINTS4ALL teachers to assure quality instruction is given.
- Perform other tasks that may be assigned by the Assistant Superintendent.
- Working-hours and assignments will be designated by Assistant Superintendent.

Revised 11/2006

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in education plus a minimum of five years of teaching experience where utilization of technology and inquiry-based learning are evident.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current Missouri certification.

**EVALUATION:** Assistant Superintendent

**TERMS OF EMPLOYMENT:** Eleven-month employee. Salary to be established by Board of Education.

