

Job Description

Title: Technology Staff Developer

Reports to: Millard Public Schools Director of Staff Development & Instructional Improvement

General Summary:

The Technology Staff Developer is an ESU#3 employee who works all 214 days in Millard Public Schools. The Technology Staff Developer supports the implementation of the District Strategic Plan by coordinating the technology training and learning needs of hourly and salaried staff. The Technology Staff Developer coordinates District technology offerings, oversees the online staff development registration system and conducts research and development to help Millard Public Schools move forward in the ever changing world of technology. The Technology Staff Developer demonstrates the ability to work with a variety of people in multiple settings by working effectively with adult learners and applying effective facilitation techniques. The Technology Staff Developer works closely with several District departments, building staff development facilitators, and building and District administrators. Workdays are flexed to include several days in June & July.

Essential Functions:

Under the supervision of the Director of Staff Development & Instructional Improvement:

1. Assesses technology staff development needs to support the implementation of the District strategic plan
2. Plans, coordinates and facilitates technology staff development offerings for hourly and salaried staff
3. Coordinates District curriculum writing RE: technology staff development
4. Organizes and coordinates labs and instructors for District offerings
5. Provides leadership to the planning and facilitation of Staff Induction
6. Supports building administration by providing “just in time” training
7. Investigates, initiates, and coordinates online learning offerings
8. Helps to support and develop various District systems (including web sites, learning management systems, registration systems, etc.)
9. Supports the planning and implementation of Building Staff Development Facilitator Meetings
10. Contributes to the monthly Leadership & Learning Newsletter, Website and Social Media vehicles
11. Serves as a liaison to the Technology Division and supports the Tech Initiators and laptop deployment to new staff and student teachers as directed by the Executive Director of Technology
12. Other duties as assigned

CONTRACT: 214 days

Qualifications:

1. Education Level: Master’s Degree or equivalent
2. Certification or Licensure: Valid Nebraska teaching certificate
3. Experience desired: Successful K-12 teaching experience

4. Other requirements: Strong instructional practices
 Strong oral and written communication skills
 Strong interpersonal skills
 Strong technology skills

Special Requirements:

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing	x		
2. Walking		x	
3. Sitting		x	
4. Lifting <u>20</u> lb max.	x		
5. Carrying <u>50</u> feet	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling	x		
9. Reaching / Handling	x		
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein 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, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Millard Public Schools & Educational Services Unit #3
 Initiated June 2000; Revised October 2000, Revised April 2005, Revised May 2009,
 Revised March 2015