

**PINELLAS PREPARATORY ACADEMY, INC.**

**Job Description**

**Educational Technology Specialist**

**Job Title:** Educational Technology Specialist-Referendum Funded

**Department:** Faculty

**Reports To:** Principal

**FLSA Status:** Exempt

**Prepared By:** Human Resources

**Prepared Date:** 12/3/2020

**Work Location:** Pinellas Preparatory Academy, Inc.

**Hours:** 7:30AM-4:00PM T&W

 7:30 AM-3:30 PM M, R, F

**Essential Duties and Responsibilities:**

This position serves to assist the faculty in integrating appropriate and innovative technologies to support, enhance, and extend learning in grades K-8. This is an 11-month position that begins August 1, 2021.

Educational Technology Specialist is responsible for the following but not limited to:

* Provide educational technology guidance and expertise for grades K-8 faculty, especially in the areas of Teams, iPads, and Windows
* Work collaboratively with colleagues to design, develop, and deliver educational technology initiatives that align with the mission of the school and the needs of the classroom
* Educating students on internet safety
* Providing professional leadership to establish a culture conducive to learning and student diversity; involving students in the development of a mission and goals that support the school’s goals
* Developing a climate and culture of openness, fairness, mutual respect, support, and inquiry
* Engaging every student in grade-level appropriate learning experiences that promote performance
* Preparing an environment that is orderly and meets the needs of the students
* Creating an environment that demonstrates rapport with and respect and kindness for all students and between students
* Modeling and teaching conflict resolution and problem-solving strategies in the classroom
* Engaging in positive classroom management, managing student misconduct promptly and resolves conflict and crises appropriately and effectively; promptly reporting discipline concerns of more significant nature to the administrative office
* Responsible for the safety of the children left in his/her charge until released to a responsible adult. No child should ever be left unsupervised either inside or outside of the classroom
* Ensuring that the physical environment adheres to all health and safety regulations as required by Pinellas Preparatory Academy, Inc., Pinellas County, and the State of Florida
* Listening and interacting effectively with supervisors, students, parents, colleagues, and community members, respecting diverse perspectives
* Providing students and parents with timely data for improvement in student achievement
* Responsible for communicating an understanding of the school’s program, developing positive relationships within the school community, and protecting the privacy and confidentiality of each student and family in the school community, always adhering to FERPA
* Establishing a relationship with parents of the students and maintaining regular communication with parents concerning their child’s specific needs
* Responding to parent concerns promptly (within 48 hours)
* Communicating regularly with parents about the classroom and curriculum
* Updating online grades at least weekly
* Assisting in the development of and participating in school functions, including but not limited to Open Houses and Parent Education Nights
* Maintaining confidentiality and professionalism in all communication with students, parents, and supervisor(s)
* Demonstrating respect for students, colleagues, administrators, and parents
* Working effectively with administrators, colleagues, parents, and the community to support students’ learning and well-being
* Modeling and reinforcing self-discipline and responsibility
* Developing and managing human resources within the classroom by maintaining a professional development plan and engaging in professional development activities; recognizing students and parents for contributions to goal achievement
* Participate in a regular evaluation process, including classroom observations, feedback conferences, and an annual self-evaluation toward the team member’s goals and conjunction with the Principal.
* Maintaining his/her teaching skills and participating in professional development activities (both within the school community and via attendance at conferences, workshops, etc.).
* Participating in collegial activities designed to make the entire school a productive learning environment (for example – grade-level meetings, curriculum discussion groups, working committees, mentoring, etc.)
* Reporting for school and duties on time
* Attending all scheduled meetings and professional days as designated by Principal
* Dressing professionally at all times: Fridays jeans are appropriate with a PPA shirt; shorts are not permitted; flip flops may not be worn at any time; hair color must be a natural color- extreme colors are unacceptable; shirts must cover your entire shoulder and must not be low cut (for additional information see the employee handbook).
* Responsible for the safety and supervision of students by assisting at car line, lunch, recess, and other times as designated by Principal

**Qualifications:**

* Proven experience with social media management
* Hands-on experience in content management
* Experience in an educational setting
* Ability to deliver creative content

**Physical Demands:**

The physical demands described here represent those that must be met by a team member to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* While performing the duties of this job, the team member is regularly required to talk or hear. The team member is frequently required to sit. The team member is regularly required to stand, walk, and use hands to finger, handle, or feel. The team member must frequently lift and move up to 20 pounds. This job’s specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here represent those a team member encounters while performing this job’s essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* The noise level in the work environment is usually moderate.

**Competency:**

To perform the job successfully, an individual must demonstrate the following competencies:

* Analytical – Collects and researches data; uses intuition and experience to complement data.
* Design – Generates creative solutions.
* Problem Solving – Identifies and resolves problems promptly; gathers and analyzes information skillfully; develops alternative solutions; Works well in group problem-solving situations; uses reason when dealing with emotional topics.
* Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interruptions; keeps emotions under control.
* Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; demonstrates group presentation skills; participates in meetings.
* Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
* Teamwork – Balances team and individual responsibilities; gives and welcomes feedback; contributes to positive team spirit; building morale and group commitments to meet goals and objectives.
* Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision; provides vision and inspiration to students, colleagues, and others.
* Leadership – Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
* Classroom Management – Creates a positive classroom environment that sets expectations of students, conveys expectations to students, and holds students accountable for learning and behavior that encourages growth.
* Judgment – Exhibits sound and accurate judgment and makes timely decisions.
* Motivation – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
* Professionalism – Tactfully approaches others; reacts well under pressure; treats others with respect and consideration regardless of their status or position.
* Dependability – Takes responsibility for own actions.
* Initiative - Volunteers readily.