

Tulare County Office of Education

JOB DESCRIPTION

Job Title: Instructional Technology Specialist (9715)

Job Summary:

The job of Instructional Technology Specialist is done for the purpose/s of analyzing, developing and coordinating departmental instructional technology needs, in alignment with Tulare County Office of Education (TCOE) objectives. Under the direct supervision of the Educational Resource Services (ERS) Library and Multimedia Supervisor, the incumbent works with ERS staff and consultants to determine, implement and/or develop the proper tools and methodologies to meet

Photo manipulation software including Adobe PhotoShop;
Graphic design software including Adobe Illustrator;
Page layout and publishing software including Adobe InDesign;
Knowledge in the use and maintenance of online content management and virtual learning environments;
Basic knowledge of software development involving scripting languages such as ASP, Javascript, HTML, etc.;
Basic knowledge of how relational databases such as Microsoft Access and SQL work;

Ability to:

Write effective requirements, design and testing documentation and diagrams;
Communicate effectively over the phone, in meetings, via video conferences, in a seminar setting or electronically;
Follow oral and written instructions;
Establish and maintain effective working relationships with t1 0 R4.37 583oontacted in the performance of duties;
Introduce and train oters on created solutions and utilized technologies;
Work productively in a multi-tasking environmentthe use andi