

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Descriptions**

**JOB TITLE:** eSchool Technology Specialist                      **WAGE/HOUR STATUS:** Exempt  
**REPORTS TO:** Student Services Coordinator                      **PAY GRADE:** 840  
**DEPT./SCHOOL:** Student Services                      **DATE REVISED:** 4/16/08

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**PRIMARY PURPOSE:**

The eSchool Technology Specialist position is unique in that it requires the person be able to work independently on a wide variety of activities within our Internet-delivered course environment while maintaining close project coordination with the eSchool Coordinator and the Instructional Technology Student Database Manager. In addition, the eSchool Technology Specialist will work with the entire team of eSchool faculty, staff and administration both in creating courses and in providing ongoing assistance with all facets of eSchool.

**QUALIFICATIONS:**

**Education/Certification:**

- Four-year college degree
- Teacher certification preferred

**Special Knowledge/Skills:**

- A comprehensive understanding and working knowledge of curriculum, instruction, staff development, and technology
- Strong Background in project management in coordinating the efforts of varied functional groups to create a unified result
- Ability to effectively balance and coordinate multiple projects at one time
- Ability to use a wide range of software to create and manage courses such as Blackboard, Moodle, Microsoft Office, Open Office, Adobe Acrobat, photo editors, and various Internet browsers
- High proficiency with PC and familiarity with Macintosh systems
- Understanding of online course delivery
- Strong organizational, communication, public relations, and interpersonal skills
- Ability to work as part of an innovative, fast-paced team
- Willingness to execute written employment contract with Plano ISD

**Experience:**

- Three years of teaching experience preferred
- Previous curriculum development experience preferred

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Work as a positive, supportive team member to enhance eSchool's capacity to serve students.
- Work with and coordinate the efforts of curriculum writing teams to create new eSchool courses
- Work with and coordinate the efforts of curriculum teams to revise existing courses.
- Transfer course material to an online course format, Blackboard and/or Moodle.
- Create visual and auditory enhancements for eSchool courses.
- Provide professional training in eSchool course systems for teachers.
- Assist teachers in setting up their individual courses in the system.
- Assist the office staff in processing course registrations and completions.
- Assist the Help Desk in trouble-shooting courses for teachers and students.
- Assist in the ongoing revisions and maintenance of for the eSchool website.
- Create a range of statistical and data tracking reports to support and evaluate the program.
- Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors.
- Follow attendance policy as assigned by supervisor.
- Perform other functions that may be assigned by the Administration and/or supervisor.

**EQUIPMENT USED:**

- Computers
- Scanner
- Digital Camera
- Calculator

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to communicate effectively ( verbal and written ); maintain emotional control under stress.

**Physical Demands/Environmental Factors:**

Frequent district wide travel. Occasional prolonged and irregular hours. Frequent standing, stooping, bending, kneeling, pushing and pulling. Work with frequent interruptions. Occasional lifting of up to 50 pounds. Prolonged use of computer and repetitive hand motions.

**JOB TITLE:** eSchool Technology Specialist

**JD - 840**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities is an acceptable substitute for the above specified education and experience requirements.

Approved by

Date

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Reviewed by

Date

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position .