POSITION DESCRIPTION

TITLE: Educational Technology Liaison
LOCATION: Henrietta Lacks Health and Bioscience High School
REPORTS TO: Principal, Henrietta Lacks Health and Bioscience High School
DEPARTMENT: Secondary Education

SUMMARY STATEMENT:
The educational technology liaison will plan for, troubleshoot, and implement technology, and oversee the operation of the research lab at Henrietta Lacks Health and Bioscience High School. This may include, but is not limited to, providing one-on-one, small group, and large group demonstration and training in instructional technology; setting up and demonstrating multimedia technology; setting up and demonstrating adaptive equipment and software; and conducting workshops and demonstrations to staff, students and the public. The educational technology liaison will supervise the research lab and provide support to staff and students in accessing electronic and print resources. The educational technology liaison will learn and remain current in technology as it applies to the unique applications in the Health and Bioscience High School, including but not limited to the Laerdal patient simulation lab.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in a variety of modalities.
2. Maintain the school website and web communications applications.
3. Provide instructional technology training and support at school site.
4. Set up and facilitate training in multimedia equipment and software.
5. Set up and facilitate training in adaptive equipment and software.
6. Troubleshoot software and hardware, working with outside vendors as necessary.
7. Provide basic training on specific audio-visual equipment such as digital cameras, video projectors, DV/DVD players, video cameras, CD-ROM players, and tablet computers.
8. Configure and install software as necessary.
9. Conduct preliminary diagnosis of technological problems with instructional equipment and software, and refer to appropriate IT staff.
10. Remain current in existing and emerging instructional technologies and software.
11. Supervise research lab and support students and staff in accessing appropriate print and electronic resources.
12. Operate a computerized circulation and catalog system.
13. Perform minor repair of print materials such as taping, binding, and gluing.
14. Partner with community organizations to share databases and other resources.
15. Process print and non-print materials
16. Maintain and troubleshoot research lab equipment and other technology equipment in the building.

OTHER RESPONSIBILITIES:
1. Access on-line and web-based resources.
2. Attend district and community meetings as needed.
3. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)  Speaking (66-100%)  Hearing (66-100%)
Sitting (Up to 33%)  Standing (66-100%)  Walking (66-100%)
Acceptable Attendance  Stoop/Bending (33-66%)  Writing (33-66%)
Pushing/Pulling (33-66%)  Use of hands and/or arms for repetitive motion (33-66%)  Lifting/Carrying Up to 50 lbs (33-66%)

MENTAL DEMANDS REQUIRED:
Reading Documents (66-100%)  Verbal Communication (66-100%)  Written Communication (33-66%)
Customer Contact (66-100%)  Multiple Concurrent Tasks (66-100%)  Frequent Interruptions (33-66%)
Detailed Work (66-100%)  Confidentiality (66-100%)  Problem Solving (66-100%)
Training (66-100%)  

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Personal computer, tablets, printers, telephone, FAX machine, copy machine, 10-key/calculator, digital cameras, video projectors, DV/DVD players, video cameras, CD-ROM players, adaptive keyboards, touchscreens, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required)
1. Light typing/keyboarding (35-50 wpm).
2. A minimum of two years of experience in a related field, or equivalent training.
3. Demonstrated ability to perform on the computer, using Windows environment and associated Microsoft applications along with various other instructional software.
4. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
5. Demonstrated ability to communicate effectively with students, staff, and the general public.
6. Demonstrated ability to handle multiple priorities at one time.
7. Demonstrated ability to operate the office equipment and instructional technology related to this position.
8. Demonstrated organizational skills and a commitment to follow through without direct supervision.
9. Demonstrated ability to perform under conditions of frequent interruptions and perform under deadline pressure.
10. Demonstrated ability to maintain confidentiality of sensitive information.
11. Demonstrated ability to establish and maintain positive relationships with others as part of a team.
12. Demonstrated ability to work with the Dewey Decimal system.
13. Working knowledge of library media center collections and electronic databases.

205  Days Per Year (Includes Holidays)
7  Hrs. Per Day

PSE: ___________________________________________  Date: ________________

District: ________________________________________  Date: ________________

New