

## **JOB DESCRIPTION**

### **TITLE: EMERGING TECHNOLOGY SPECIALIST**

#### **PRIMARY FUNCTION:**

Will forge links with classroom teachers, coaches and extra-curricular coordinators, work with them to understand their needs, then demonstrate, implement and support the use of virtual reality simulation and other emerging technologies to support the educational mission of BVPS. The Educational Specialist is dynamic, self-motivated, empathetic to the needs of students and teachers, and dedicated to helping them achieve optimal educational results. In addition to supporting the integration of virtual simulation through live VR experiences, Educational Specialists support the division through curriculum planning and ongoing live and virtual support.

#### **DESIRED QUALIFICATIONS:**

1. Have experience in simulation learning, design and execution.
2. Have experience in providing technical assistance.
3. Have knowledge of virtual reality solutions supporting the education environment.
4. Ability to troubleshoot virtual reality equipment.
5. Enthusiastic, flexible and conscientious. An excellent listener, and able to consult with a broad range of individuals to find the best solution for them.
6. Driven and self-motivated, thriving with a challenge and something new to learn.

#### **REPORTS TO:**

Chief Technology Officer

#### **PERFORMANCE REQUIREMENTS**

1. Research current virtual reality/augmented reality trends, equipment and implementation and how it applies to K-12 education.
2. Assist in the development and design of the virtual reality space(s) at BVPS.
3. Implement the virtual reality solution in the lab space.
4. Work with classroom teachers to determine best virtual experiences that support the curriculum.
5. Research, vet and implement educational curriculum in the VR space.

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6. Help students put on virtual reality equipment and support them through the process.
7. Maintain virtual reality systems including meeting standards of cleanliness.
8. Maintain documentation of systems and services performed.
9. Use of emerging technologies to support students during and after the pandemic.
10. Monitor system activity for issues and provide resolution.
11. Process hardware replacement shipping and receiving.
12. Troubleshoot issues with virtual reality hardware and software and related audio/video equipment.
13. Provide leadership and coordination to develop, implement and update district instructional technology plan focusing on the integration of technology into the instructional program.
14. Assist with the identification, budgeting, acquisition and implementation of software to be used in the division.
15. Serve as a resource for information on trends, research, applications and effective practices related to technology use.
16. Assist teachers in the development of curriculum materials and specific lesson plans to utilize available technology.
17. Attend meetings and staff development functions as necessary to enhance skills.
18. Facilitates division participation in special activities; e.g., Standards of Learning online tests, Computer Learning Month, awards, contests and grants.
19. Assist with fixed asset and inventory activities of technology products.
20. Conduct staff development in the areas of technology integration and the Virginia Technology Competencies for Educators.
21. Perform any other specific duties that may be assigned by the Chief Technology Officer, the Superintendent, or the School Board.

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**TERMS OF EMPLOYMENT:**

As per contract

**EVALUATION:**

Performance will be evaluated in accordance with School Board policy and regulations on evaluation of personnel.

**Adopted: by the Division Superintendent on May 13, 2021.**