

ATTACHMENT: A

**MECKLENBURG COUNTY PUBLIC SCHOOLS
Job Description**

Department:	Curriculum and Instruction
Category:	Technology and Career Education
Job Title:	Google Applications Implementation Specialist
Immediate Supervisor:	Director of Technology and Career Education

GENERAL DEFINITION AND CONDITIONS OF WORK

The Google Applications Implementation Specialist provides documentation, training materials, and other related resources outlining the process of integrating Google Applications into the instructional and administrative programs of K-12 school divisions. The Implementation Specialist is responsible for providing training and professional development, developing the curriculum, and making it available for all users and other interested parties.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Provide materials and documentation needed to train teachers, students, staff and all other users to utilize Google Apps and make these resources readily available to all interested users and school divisions in Virginia.
- Develop related professional development opportunities for school divisions using an online content management system.
- Provide help desk support for users.
- Collaborate with other projects currently underway around the state to create a joint effort within Virginia to allow for others to benefit from free and open source programs and services.
- Perform related duties as assigned in accordance with the school/system policies and practices and the conditions outlined in the Governor's Productivity Investment Fund Application

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

The Google Applications Implementation Specialist must have experience in using computers and peripherals including, but not limited to, printers, scanners, external

storage devices, video equipment, and others such as digital cameras and computer projection devices. It is strongly recommended that the specialist have an extensive knowledge of all components of the Google Applications program and experience in developing and providing training materials for individuals of various ages and computer skill levels.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the conditions of the funds available through the Governor's Productivity Investment Fund

Length of the work year and hours of employment shall be established by the school division and conditions stated in the Governor's Productivity Investment Fund.

EVALUATION

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of personnel and conditions stated in the Governor's Productivity Investment Fund application.