



CERTIFICATED JOB DESCRIPTION

**TEACHER ON SPECIAL ASSIGNMENT –
INSTRUCTIONAL TECHNOLOGY INTEGRATION**

General Definition:

The assignment will focus on the integration of technology across the curriculum; build technology skills in staff so that technology use can be embedded into content instruction; assist in the development of the District Technology Plan; and coordinate Technology Plan activities with school sites and the district.

Employment Term:

Annual certificated contract days plus 10 extra days

Salary:

Appropriate placement on the certificated salary schedule

Supervision From:

Director of Educational and Pupil Services/Designee

Qualification Requirements:

Education and Experience

- A minimum of five years secondary teaching or counseling experience required.
- Masters Degree in Education from accredited college or university preferred.
- A strong background in instructional technology education.

Certificates and Licenses

Current valid California teaching credential and/or Pupil Personnel Services credential (school counseling credential). Must possess a valid First Aid Card and CPR certificate. Valid California drivers' license and evidence of insurance, TB, and criminal justice fingerprint clearance.

Other Skills and Abilities

- Knowledge of Common Core State Standards, including technology standards, CAASPP, curriculum and instructional technology strategies, technical familiarity in order to analyze situations and solve routine problems, professional development and coaching strategies, multimedia, digital video presentations, policies and regulation guidelines as they relate to use of software, current and emerging technology and their applications to education
- Facilitate groups in planning, problem solving and decision making
- Plan and deliver effective staff development programs
- Operate a variety of technology devices in an instructional setting
- Collect and analyze data to inform instructional decision making
- Communicate effectively both orally and in writing
- Work collaboratively with diverse individuals and groups
- Establish trust and rapport with staff

DUTIES AND RESPONSIBILITIES:

1. Build district and site capacity to integrate technology into the curriculum as defined in the Common Core State Standards.
2. Provide professional development and support to the site.
3. Foster collaboration among teachers in planning and implementing technology into the curriculum.
4. Focus professional development for teachers on the use of new tools being deployed to schools for teaching CCSS and for the California Assessment of Student Performance and Progress exams (CAASPP).
5. Coordinate with all departments to plan professional development.
6. Develop instructional technology solutions and related training materials for the purpose of providing users with tools needed to enhance student learning.
7. Maintain a variety of records/documents needed for analyzing data and for required reports.
8. Participate in monitoring ethical use district-wide of instructional technology guidelines, internet safety, and standards for the purpose of enhancing student achievement.
9. Serve as a member of District committees related to Instructional Technology.
10. Assist with reporting as needed.
11. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
12. Other related duties as assigned.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lb. such as boxes of books. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud.