



Teacher on Special Assignment Instructional Technology

DEFINITION

Under the direction of the Director of Instructional Technology, this full-time certificated position will be responsible for planning, developing, and coordinating delivery of technology-based staff development geared toward the integration of technology in the classroom to support teaching and learning. This position will assist in building upon the existing programs and designing future programs to best meet the needs of teachers and students. This position will also be involved in peer coaching, technology plan development and implementation of the district technology plan. The duration of the job assignment is two (years) years.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Plan, coordinate, support and implement the integration of technology into the curriculum in accordance with the District and site technology plans.
- Plan and provide technology-based staff development in accordance with the District and site technology plans.
- Provide assistance in funding and budgeting related to the District and site technology plans.
- Provide support in monitoring and evaluating elements of the District and site technology plans.
- Model lessons and provide peer coaching.
- Develop goals and objectives for teachers to successfully use technology in the curriculum.
- Serve on instructional technology review committees.
- Troubleshoot and resolve minor technology problems.
- Schedule equipment usage.

Education, Licenses and Other Requirements:

- Bachelors Degree
- California Multiple Subjects teaching credential authorizing service at the elementary level.
- CLAD certification
- NCLB compliant

- Expertise leading technology-based teaching and learning
- Valid California driver's license

Experience:

- 3-5 years successful teaching experience
- Instructional technology experience that demonstrates knowledge and skills outlined above

Personal qualities:

- Belief that all children can become literate.
- Possess in-depth knowledge of curriculum and instruction, California Standards and Frameworks, and demonstrate working knowledge of technology as a tool to enhance curriculum.
- Self-motivated, self-directed learner, collaborative team player, constructive thinker and problem solver
- Possess professional appearance, grooming, and personality
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative and effective working relationships with others;
- Work independently with little direction;
- Maintain strong interpersonal skills using tact, patience and courtesy;
- Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic and technical abilities of the employee

PHYSICAL DEMANDS:

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 regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

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 usually moderate.