

BUENA PARK SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT - TECHNOLOGY

DEFINITION

Under the direction of the Assistant Superintendent, Educational Services, assists in the planning, development, and implementation of special projects including, but not limited to, state and federal programs; ensures that all state and federally mandated regulations and procedures regarding these programs are in place and operating; coordinates the activities directly related to assessment, data collection, and dissemination of reports for analysis, provides direction in those activities that ensure implementation of the District technology master plan; provides staff development training in the area of technology; serves as a resource to District personnel and members of the educational community concerning the above issues; and to do other related functions as directed.

EXAMPLES OF DUTIES

- Maintain and ensure implementation of federal and state regulations and District policies and procedures governing state and federal programs, and other assigned projects.
- Help complete federal and state reporting forms and Governing Board reports related to student achievement data.
- Produce and disseminate appropriate student data necessary to ensure legal compliance.
- Recommend software needed to integrate educational technology in the classroom through a network system.
- Provide assistance in the management of and support for a variety of hardware and software for educational and administrative functions.
- Provide leadership in updating and revising the District's educational technology master plan.
- Assist in the coordination of educational technology needs; submits recommendation for the purchase of software and hardware.
- Assist in the collection of student achievement data; maintains records and processes for dissemination of student data.
- Train and inform personnel of applications and developments in the field of information systems, multimedia and learning technologies; coordinate and support technology lab assistants.
- Coordinate training of new employees working with computers; provide coordination and support for users of the computerized attendance accounting system and attendance reporting.
- Provide staff development to integrate the use of technology in the teacher of California content standards.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organizational, planning, and program management strategies, techniques, and procedures.
- Human relationships and team management building methods and techniques.
- Technology (installation of software).

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QUALIFICATIONS/Knowledge of: (continued from previous page)

- Methods and procedures of operating electronic computers and peripheral equipment.
- Data collection procedures including State assessments, District proficiency tests, benchmarks, progress monitoring, and related student achievement data.
- Parent education programs.
- Organization and delivery of staff development in the area of technology.
- Purposes, limitations, and administration of achievement and language proficiency tests, including nonverbal and informal assessment techniques.
- Curriculum design.

Ability to:

- Plan, organize, and coordinate support and training in areas of technology for educational and administrative functions.
- Assist staff with preparation and implementation of technology projects and grants.
- Coordinate and support technology lab assistants.
- Plan, facilitate, and/or deliver inservice training programs to meet the needs of District staff and parents in these related areas.
- Develop and submit proposals for special grants.
- Design and implement curricular programs.
- Serve as a resource to site and District personnel and public and community agencies.
- Make presentations to school staffs, students, Governing Board, and organizations regarding these programs.
- Communicate effectively in oral and written forms.
- Utilize technology to provide staff and students instructional richness and opportunity.
- Perform essential functions of the job with or without reasonable accommodation.
- Use positive interpersonal skills, including tact, patience and courtesy.

EXPERIENCE

Three years of appropriate teaching experience in the regular education program.

EDUCATION

Possession of an earned masters or higher degree from an accredited college or university in elementary education, curriculum and instruction, or a closely related field.

CERTIFICATION REQUIREMENT

Possession of a California credential authorizing service as a teacher in a K-8 school district.

LICENSE REQUIREMENT

Possession of a valid California driver license.

Revised: September 23, 2013

