

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIGITAL CLASSROOM SUPPORT SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in the appropriate area.
- (3) Demonstrated leadership ability
- (4) Five years of successful teaching experience
- (5) Successful provider of professional development

KNOWLEDGE, SKILLS AND ABILITIES:

Digital Classroom Support Specialists (DCSS) are expected to have experience as successful classroom teachers. DCSSs are expected to exhibit knowledge of recent scientifically based instructional strategies, special expertise in knowledge of hardware and software operations as well as the ability to demonstrate the appropriate use and practical applications of technology. DCSSs should be excellent communicators with outstanding presentation, interpersonal, time management skills and the ability to work cooperatively and collaboratively with colleagues.

REPORTS TO:

Executive Director of Instructional & Operational Innovation or Principal

JOB GOAL

To provide school based support and professional development that improves the delivery of instructional strategies with integrated technology in order to provide a more effective educational program for students.

SUPERVISES:

NA

PERFORMANCE RESPONSIBILITIES:

- *(1) Establish clear objectives and lesson plans for achievement of curriculum goals.
- *(2) Model effective instructional strategies with embedded technology for teachers.
- *(3) Participate in Train-the-Trainer professional learning sessions and small group professional development.
 - Standards-based, data-driven instruction with appropriately integrated technology.
 - Using data to make instructional decisions.
 - Educator observation tools.
 - Effective feedback cycle.
- *(4) Provide individualized, job-embedded technology training and support to educators to allow for direct and immediate implementation of refined practices and standards-targeted instruction to enhance student growth including:
 - Team-teaching approaches
 - Individual technical assistance and practice modeling for teachers and school leaders.
- *(5) Develop and maintain a broad working knowledge of technology hardware and peripherals.
- *(6) Develop and maintain basic knowledge of troubleshooting hardware and software issues.
- *(7) Help plan for district instructional technology needs

DIGITAL CLASSROOM SUPPORT SPECIALIST (Continued)

- * (8) Evaluate and recommend new hardware and software purchases.
- * (9) Work closely with district and school staff to support school improvement initiatives and processes
- * (10) Act in a professional and ethical manner and adhere at all times to The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida.
- * (11) Provide leadership and direction for assigned areas of responsibility.
- * (12) Assist in implementing the district's goals and strategic commitment.
- * (13) Exercise proactive leadership in promoting the vision and mission of the district.
- * (14) Set high standards and expectations for self and others and both promote and exhibit a service attitude.
- * (15) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (16) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (17) Act as liaison to the district technology department.
- * (18) Support the Teaching and Learning pillar of district Strategic Framework

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Flagler Schools Strategic Framework – Teaching & Learning