



DIGITAL LITERACY SPECIALIST STANDARD POSITION DESCRIPTION

Position Title: Digital Literacy Specialist
Reports to: Technology & Information Services Admin
Bargaining Unit: Yes

Location: Technology
FLSA Status: Exempt

This is a standard position description to be used for licensed positions with similar duties, responsibilities, classification and compensation. Teachers assigned to the position description may or may not be assigned all of the duties identified herein. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Digital Literacy Specialist serves as a teacher leader and specialist in technology applications and systems to support all content areas K-12. The Digital Literacy Specialist facilitates professional development related to the school and district’s instruction and curriculum goals aligned with demonstrated instructional/professional needs. As a leader and specialist, the employee works with, coaches, and supports other teachers and support staff in identifying, developing, and implementing curriculum, assessment and instructional strategies designed to improve student learning in specific areas. As a Digital Literacy Specialist, the employee may work in a variety of elementary and/or secondary educational, individual or team-teaching settings. Digital Literacy Specialist shares in the responsibility for student safety and appropriate collaboration and attention to each student’s readiness to learn including needed guidance, discipline, and welfare.

Part II: Supervision and Controls over the Work:

The Digital Literacy Specialist works with a high level of independence and professional discretion under the general supervision of a designated district administrator. The Digital Literacy Specialist’s work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of state statutes, direction of the supervisor, and performance standards and expectations as set forth in the collective bargaining agreement.

Part III: Major Duties and Responsibilities:

1. As a leader and specialist in instructional technology, the Digital Literacy Specialist develops and facilitates professional learning opportunities for administrators, teachers, and support staff in curriculum, instruction and assessment strategies that promote achievement for all students.

2. The Digital Literacy Specialist collaborates with and coaches assigned classroom teachers in planning for specific student learning outcomes based on assessed needs of individual students and the use of data and information to determine each student's current knowledge and skill level, support student learning goals, and assess student progress. The assessment of student needs includes the use of district approved assessment tools and strategies in addition to the teachers own professional practice. The Digital Literacy Specialist may, as needed, conduct classroom instruction either for direct learning by students or for demonstrating effective intervention and teaching practices for classroom teachers.

3. The Digital Literacy Specialist works collaboratively in a professional learning community with other teachers, support staff, and others as appropriate, in addressing the needs of students, developing effective teaching and learning practices, and developing and implementing best practices.

4. The Digital Literacy Specialist assists teachers in using research-based instructional and learning strategies and content specific, differentiated instruction in assisting teachers in planning, delivering, and assessing lessons and individual student success.

5. The Digital Literacy Specialist develops, obtains, maintains and provides student data related to the specific content area(s). The teacher provides leadership in assessing the data on a school-wide basis to participate in and support the school improvement plan.

6. The Digital Literacy Specialist integrates district approved and/or required technology into planning, learning, progress reporting, and required record-keeping activities.

7. The Digital Literacy Specialist actively participates as an advisor, resource specialist, and facilitator in faculty, grade level, department, and/or professional learning community meetings.

8. The Digital Literacy Specialist is constantly observant of the needs and challenges of students and promptly engages an administrator or appropriate educational staff associates when the teacher suspects or reasonably believes that a student is at risk or in danger due to such issues as bullying, sexual harassment/misconduct, depression or suicide ideation, or academic failure. The teacher serves as a positive role model for students and practices the behaviors that are expected of students.

9. The Digital Literacy Specialist may assist in the supervision of students at school activities and events. The teacher remains vigilant of students throughout the school day and the school location, taking the initiative to engage students when students are acting inappropriately or in inappropriate locations for the time of day.

10. The Digital Literacy Specialist will establish a professional growth plan and annually review the plan and progress with the administrator.

11. The Digital Literacy Specialist participates in professional learning opportunities in support of District-wide mission, vision and goals. including participation in a weeklong, overnight, professional development for the equity event within the first contract year of employment. Participation will be considered paid workdays. Time required beyond a scheduled eight hour work day will be compensated at the current curriculum rate or pre-approved compensatory time.

12. The Digital Literacy Specialist will perform such other duties and responsibilities as are assigned.

Part IV: Minimum Qualifications:

- Successful completion of a teacher certification program at an accredited college or university.
- Possess or able to obtain Oregon licensure with a **library media endorsement**.
- The Digital Literacy Specialist must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
- Advanced knowledge and skill in teaching the assigned subject(s)/level(s).
- Advanced skills in assessment and the use of data to inform and support intervention strategies targeted to the needs of individual students. Knowledge and skill in the application of specialized content area assessment instruments and strategies.
- Demonstrated ability to function effectively as a teacher leader to include gaining the confidence and support of all members of the professional learning community.
- Ability to effectively communicate with parents, students, and staff verbally and in writing.
- Commitment to collaboration and teaming and effectiveness in working within a professional learning community.
- Knowledge of child and adolescent development and ability to apply that knowledge to the selection and application of curriculum materials and instructional practices.
- Knowledge and skill in the use and strategies necessary to meet the diverse needs of students.
- Knowledge and skill in culturally responsive teaching and learning.
- Skill and ability to utilize technology to facilitate instruction, assessment and learning.
- Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self-reflection on professional practice.
- Ability to attend one of the annual opportunities for an off site, five day, equity training (registration, lodging, mileage and food provided.)
- Any position specific special qualifications indicated in the recruitment process.
- Ability to work up to ten planned additional contract days, predominantly occurring in August.
- Valid, OR Driver's license and ability to travel between school locations during the work day.

Part V: Desired Qualifications:

- Successful experience teaching in a diverse student environment.
- Successful experience in a team teaching environment.
- Successful experience in the grade level(s) and/or content area(s).

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 sit, speak, move about, hear and be visually observant of learning activities. The employee may sit or stand for longer than two hours at a time, may lift objects repeatedly, and may undertake repeated motions. The employee must routinely lift and carry materials weighing up to or more than 50 pounds, and may be required to restrain students weighing more than 100 pounds most typically when required to intervene in student safety issues according to established protocols.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderate, or consistent with subject being taught, but can be abnormally loud on occasion.

The employee may be exposed to infectious disease as carried by students. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties and responds according to established protocols.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals.

The employee may be required to travel on school owned or leased vehicles while supervising and assisting students.