

# LYON COUNTY SCHOOL DISTRICT

## Content Area Specialist (CAS) for Instructional Technology Integration (Teacher On Special Assignment-TOSA)

---

**Job Group:** General Education Services - Licensed

**Classification:** Certified

**Terms of Employment:** 9 Months at 195 Days

**FLSA STATUS:** EXEMPT

This is a salaried position assigned to the Licensed Employee Salary Schedule.

**POSITION SUMMARY:** The teacher will provide professional development for teachers in instructional technology integration. To support this professional development, the teacher may provide coaching of individual teachers as well as group trainings. The teacher will monitor the effectiveness of the implementation of technology in schools and classrooms as well as work side-by-side with the IT Department to determine effective technology tools for instruction. This position reports to the Professional Development and Data Manager.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Understanding of instructional technology and how to integrate that within the classroom/school.
2. Ability to acquire research and review effective technology instructional strategies.
3. Ability to provide instructional coaching around integrated technology in the classroom pre-k-12 grade.
4. Excellent written and oral communication skills, as well as technical writing skills.
5. Ability to design and provide adequate and specific professional development to staff.
6. Ensure compliance with assessment regulations and guidelines at all times.
7. Work professionally and collaboratively with administration, staff, parents, and community.
8. Integrate technology into instructional programs, curriculum, and lessons such as: Units of Study, Engage NY, FOSS, etc...
9. Maintain accurate and timely records as required by law and district policy.
10. Participate in other job-related duties and activities related to the position as assigned.

### **POSITION EXPECTATIONS:**

1. Familiarity with the educational mission and functions of Lyon County School District.
2. Familiarity with HACK Model of Innovative Instruction and Blended Learning.
3. Ability to learn new computer software programs and is proficient in Microsoft Office Suite and G Suite.
4. Mobility and stamina to maintain an active and flexible schedule, with frequent travel to each of the school sites within the district and meetings within and out of the district.
5. Demonstrate knowledge, skill, and ability to provide instruction in a classroom.
6. Work cooperatively with students, parents, peers, administration, and community members.
7. Guide the learning process toward achievement of curriculum and student goals.
8. Establish and communicate clear objectives for all lessons, units, and projects.
9. Employ a variety of instructional techniques and strategies aligned with instructional objectives, in order to meet the needs of all students.
10. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, students, and parents.
11. Regular and consistent punctuality and attendance are essential functions of the job.
12. Maintain and improve professional competence through continued education and in-service.
13. Communicate professionally and effectively in written, oral, and non-verbal terms.

**POSITION REQUIREMENTS:**

**Education and Training:**

- 1. Bachelor’s Degree in Education from an accredited college or university.
- 2. Master’s Degree preferred.

**Licenses and Certifications:**

- 1. Must possess or be able to acquire a Nevada teaching license issued by the Nevada Department of Education and be certified in the relevant subject area.
- 2. Valid Nevada Driver’s License with a driving record in good standing.

When applying for a certificated licensed position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, student work, and other materials. Some reaching for items above and below waist and head level. Some reaching, bending, squatting, and stooping to access files, student work, and other items is necessary. The manual dexterity and cognitive ability to operate a personal computer and other educational technology (LCD projector, SmartBoard, iPads/Tablets, etc.) to enhance student learning. Involves hearing and speech to communicate in person or over the telephone. Light lifting (up to 25 pounds) may occasionally be required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

**Work is performed under the following conditions:** Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments.

**Hazards:** Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

<i>ESSENTIAL FUNCTION</i>	<i>LESS THAN 25% OF TIME</i>	<i>25% TO 49% OF TIME</i>	<i>50% TO 74% OF TIME</i>	<i>75% TO 100% OF TIME</i>
Sitting		X		
Standing		X		
Walking	X			
Bending/Stooping/ Squatting/Twisting	X			
Crawling				
Kneeling				
Reaching above of body	X			
Reaching away from body	X			

Climbing Stairs				
Climbing while working (ladder, stools, roofs, poles)				
Balancing				
Lifting &/Or Carrying objects:				
Up To 50 Pounds or 1/3 Bodyweight	X			
Pushing				
Pulling				
Grasping/ Gripping	X			
Handling				
Applying Torque (arms)				
Fine Manipulation				
Repetitive Work	X			
Weight Bearings				
Typing, Keyboarding, or Entering Data		X		
Computer Monitor/ CRT		X		
Driving a Vehicle	X			
Working Alone		X		
Operating Machinery or Equipment:				
Heavy Equipment				
Vibrating Equipment				
Power Tools				
Machine/Electrical Hazards				
Ladders ≥ 6 Feet				
Personal Protective Equipment				
Respirator Use				
Work Conditions:				
High Noises				
Heights				
Confined Spaces				
Heat Stress	X			
Cold Stress	X			
UV Exposure	X			
Hazardous Chemical/Waste				
>8 Hrs Day				
Overtime/Irregular Hrs				
Senses:				
Eyes				
Visually Demanding Work	X			
Near Vision	X			
Far Vision				
Depth Perception				
Basic Color Discrimination				
Hearing Protection				
Speech Discrimination				
Audio Alarms				
Ability to Smell				

**Equal Opportunity Employer**

The Lyon County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 463-6800.

I have read and understand my job description.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_