



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

JOB TITLE: DISTRICT INSTRUCTIONAL TECHNOLOGY COORDINATOR
(Teacher on Special Assignment – TOSA)

REPORTS TO: Director of Curriculum and Assessment **SITE:** District Office

CLASSIFICATION: Certificated **WORK YEAR:** Teacher Work Calendar

SALARY: 0.4 FTE Certificated Salary Schedule + \$8,000 stipend

APPROVED BY THE BOARD OF TRUSTEES: March 9, 2023

EFFECTIVE DATE: July 1, 2023

JOB ESSENTIAL FUNCTIONS:

1. Provide direct support to school level Instructional Technology Coordinators (ITC's) and individual teachers as needed.
2. Support ITC's and District teachers with implementation of the Canvas LMS, Google Workspace for Education and all other core tools in alignment with the SMUHSD Instructional Framework
3. Support the District Instructional Technology Library & Assessment Coordinator on purchasing and management of digital tools/platforms
4. Chair the District Instructional Technology Coordinator convening and provide or facilitate training for site-based Instructional Technology TOSAs.
5. Share and support new instructional technology resources, professional development opportunities, state laws, and mandates with the site based Instructional Technology Coordinators and other District groups (as needed).
6. Maintain affiliations with professional organizations at the local, state, and national level.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

- Education/Training Experience
- Minimum of five years high school teaching experience.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development desired.

- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction
- Experience with and/or previous training in developing culturally responsive pedagogy/curriculum & instruction.
- An understanding of and commitment to cultural proficiency.
- An understanding of and effective strategies for formative assessment practices.
- Experience having led formal professional development/adult learning.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

OTHER REQUIREMENTS:

- Department of Justice fingerprint clearance.
- Evidence of Tuberculosis clearance.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic

information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.