



**SAN MATEO UNION HIGH SCHOOL DISTRICT**  
**CERTIFICATED JOB DESCRIPTION**

**JOB TITLE:** Small School School Instructional Technology Facilitator  
(Teacher on Special Assignment – TOSA)

**REPORTS TO:** Principal

**SITE:** Bridge, Middle College, Peninsula High

**CLASSIFICATION:** Certificated

**WORK YEAR:** Teacher Work Calendar

**SALARY:** \$6,000 stipend

**APPROVED BY THE BOARD OF TRUSTEES:** April 11, 2024

**EFFECTIVE DATE:** July 1, 2024

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**JOB ESSENTIAL FUNCTIONS:**

1. Provides asynchronous support to teachers on using the District’s core instructional suite in line with the principles of the District Instructional Framework:
  - a. The District Learning Management System (*Canvas*)
  - b. Google Workspace for Education (G-Suite)
  - c. The District Digital Classroom Management platform (*Hapara*)
2. Collaborates with the District Instructional Technology Coordinator and site leadership teams to support the onboarding of newly hired teachers in their development and use of the district’s core instructional technology tools.
3. Attends and participates in the District Instructional Technology Council.
4. Assists site administration in the refinement and implementation of the Canvas student orientation and assists with implementation as needed.
5. Attends teacher leadership and other related training for building teacher leader capacity, as appropriate.

**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:**

- Five years or more of experience teaching various courses at the secondary level.
- Knowledge and experience using a variety of effective technology instructional strategies including ideas around best practices in language and literacy development, effectively integrating technology into instruction as well as integrating culturally responsive pedagogy/curriculum and instruction.
- An understanding of and commitment to culturally relevant pedagogy and anti-racist teaching practices.
- An understanding of and effective strategies for formative assessment.
- Experience having led formal professional development/adult learning and educator coaching.
- Knowledge and experience using various technology tools and software platforms including but not limited to Google Workspace for Education (G-Suite); Aeries; and Canvas.

## **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.