



Sequoia Union High School District

Job Description

JOB TITLE:	Resource Teacher: CCSS Technology Specialist
REPORTS TO:	Director of Instructional Technology
CLASSIFICATION:	Certificated
SALARY SCHEDULE:	Certificated
WORK - YEAR / HOURS:	1.0 FTE / 205 Days
LOCATION:	District Office
BOARD APPROVAL:	April 20, 2014

DEFINITION

The CCSS Technology Specialist has the responsibility to provide leadership, support, training, and technical assistance for certificated and classified staff and administrators in helping plan, develop, implement, and make efficient use of technology in the curriculum with a close emphasis on the implementation of the common core state standards. This person works closely with district and school staff in integrating technology into all areas of the curriculum and other instructional support services.

DISTINGUISHING CHARACTERISTICS

The CCSS Technology specialist must hold a B.A (or B.S) and valid California Teaching Credential. This person must have knowledge of and experience in the field of instructional technology and technology management.

EXAMPLES OF DUTIES

- Assist teachers and administrators in integrating the use of technology into curricular area via a variety of instructional strategies.
- Provide support and direction in implementing district-wide staff development in the area of instructional technology.
- Provide assistance to individuals needing advice with technology-related issues and equipment.
- Provide support in assessing needs, planning, developing and implementing the district-wide technology plan.
- Recommend appropriate staff training activities that support implementation of technology plans.
- Provide assistance in planning and writing grant proposals and complying with implementation criteria.
- Assist in cost-effective licensing of computer software at the district and school levels.
- Provide assistance with identification, review, evaluation, and selection of new computer software and hardware and communicates evaluation to district and school staff.
- Promote district/school technology programs.
- Keep abreast of new developments and use of technology in instruction through involvement in professional organizations, in-service meetings, and conferences.
- Attend board of trustees meetings as required and attend and preside over other such meetings as the Director of Technology designates.
- Comply with applicable state, local and federal rules, regulations, and laws as well as the policies and procedures of the district.

- Establish and maintain effective working relationships with a variety of groups, including certificated and classified staff, students, administrators, co-workers, vendors, consultants, community members, and others as required.
- Demonstrate and model ethical, safe, prudent, and healthful work behaviors and practices; identify and work toward elimination of unsafe or unhealthful work area conditions.
- Perform such other tasks and assume such other responsibilities as the Director of Technology may designate.

QUALIFICATIONS

Skill in:

- A minimum of five years teaching experience.
- Knowledge and use of Web 2.0 tools
- Knowledge and use of e-mail communications systems, Learning Management Systems, and data warehouse systems
- Interacting effectively with a diverse staff, student body, and public.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

- Vision which can be corrected to a level sufficient to successfully read hand-written, typed and computer-generated information and data, as well as computer terminal displays.
- Hearing and speech ability sufficient to enable communication by telephone and in person.
- Manual dexterity sufficient to use standard office equipment and supplies and to manipulate both single sheets of paper and stacks of papers and instructional materials.
- Physical ability to reach, lift, bend and grasp in order to manipulate instructional materials.

OTHER REQUIREMENTS

Requires a valid California Driver license and the willingness and ability to travel to various sites within the district.