Objectives

- Support effective implementation of instructional technology to foster high quality, student-centered, culturally responsive instruction.
- Align and support teaching strategies for the integration of instructional technology and the Common Core State Standards, Next Generation Science Standards, and National Educational Technology Standards.
- Provide teachers with hands-on training of new digital instructional tools.
- Assist schools, administrators, and teachers in the set-up and use of online subscriptions and digital resources.

Position Summary

The District Instructional Technology Specialist TOSA is a one-year temporary position. This position works with teachers, administrators and other staff to implement online subscriptions and digital resources funded by the Instruction Department. The responsibilities include technical server/cloud set-up, vendor interactions and troubleshooting, on-site classroom coaching, and leading system-wide and school-based customized professional development (PD).

Supervisory Relationship

This position reports to a core-content administrator in the Instruction Department.

Essential Functions

- Research and recommend online subscriptions and digital resources to support high quality, student-centered, culturally responsive math instruction.
- Train teachers, administrators and other staff to use District approved applications/Apps for laptops and tablets, and online learning resources.
- Set-up and manage digital subscriptions and resources that align with curriculum and learning targets across K-8 content areas in Math, English Language Arts, Social Studies, and Science.
- Provide teachers with strategies for effective integration of online subscriptions and digital resources into the curriculum.
- Provide PD for teachers, administrators and other staff on District online subscriptions and digital resources (e.g. DreamBox; World Book; Learn360; Imagine Learning, etc.).
- Work with teachers to adapt curriculum and instruction using digital tools to meet the needs of students with special needs.
- Maintain and add to the instructional technology website pages for online subscriptions and digital resources using Word Press.
- Coordinate with Instruction Staff Development Specialists and the Elementary ELA and Science TOSAs to plan and provide cohesive professional development across content areas.
- Performs other duties as assigned.
Required Knowledge, Skills and Abilities

- Ability to communicate effectively orally and in writing.
- Strong knowledge of instruction and assessment, including the ability to analyze and compare digital solutions from a variety of vendors.
- Strong knowledge of Common Core State Standards.
- Strong instructional technology skills including experience using specific hardware: laptops, iPads, document cameras, SMARTBoards, etc.
- Ability to collaborate and work effectively with other educators; and
- Strong organizational skills.

Minimum Qualifications

**Education**
- Master’s degree from an accredited University
- Oregon Teaching license.
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

**Experience**
- Minimum of four years of teaching experience in the elementary and/or middle school classroom.
- Demonstrated successful experiences working with teachers and administrators supporting student technology in a variety of situations.
- Demonstrated successful experience with Apple OS (laptop), Apple Mobile iOS (iPads), and other emerging instructional technologies.
- Experience leading professional development, including integration of digital tools.
- Experience as a member of a school technology leadership team.
- Demonstrated success with culturally responsive teaching practices.
- Advanced training in digital classroom tools.

**Work Environment**

Duties are performed in an office environment, training environment, and in schools.

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**Employee Statement**

“I have reviewed the above position description and understand its contents.”
“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

______________________________  __________________________
Employee Name (Print)  Date

______________________________  __________________________
Employee Signature  Date