

**Teacher on Special Assignment**  
***Instructional Technology Teacher – IT<sup>2</sup>***

**The Position**

The **Instructional Technology Teacher – Teacher on Special Assignment (IT<sup>2</sup> – ToSA)** reports to the Assistant Superintendent, Educational Services & the Chief Technology Officer and provides leadership in technology and its effective use in the enhancement of instruction. This includes, but is not limited to, providing assistance and leadership in instructional planning, model teaching, content development and training. This may be in the form of specific site training, specialized instruction for groups, subject/topic specific workshops that support Common Core and 21<sup>st</sup> Century learning, demonstration lessons for individual teachers support and follow-up, collaboration with grade levels or assigned site teams, and coordinating with site Technology Teacher Leaders; possible parent outreach/presentations related to technology in the classroom and performs related duties as assigned

**Essential Duties and Responsibilities:**

The duties listed below are not inclusive, but characteristic of the type and level of work associated with this classification. Individual positions may perform all or some combination of the duties listed below, as well as other related duties.

**Planning and Preparation:**

- Attends training classes, both internal and external, to increase teacher's understanding of this field and the technology used.
- Stays current in technology developments as they relate to instruction.
- Keep abreast of legal issues involving software, email, & Internet use.
- Plans and prioritizes workload requirements.
- Schedules and organizes multiple tasks.

**Implementation:**

- Supports staff with technology training
- Facilitates the implementation of new technology into the curriculum.
- Creates, models, and implements instructional activities which incorporate the use of the Technology and the CCSS Technology standards and goals into the curriculum.
- Maintains exclusive confidentiality of all passwords and installation codes.
- Performs other tasks and assumes other responsibilities as assigned.

**Professional Skills, Abilities & Characteristics:**

In addition to an unswerving commitment to public education, the ideal candidate has:

- Technological proficiency;
- Adaptability to new technologies;
- Skill in consultation, collaboration, and motivation with adults
- Experience in developing and implementing staff development;
- Demonstrated effective communicates skills both in written and oral forms;
- Knowledge of broad curricula and instructional practices, teaching strategies, content, and resources;
- Knowledge of content and performance standards;

- School and/or district Leadership experience;
- Ability to:
  - Create a positive work environment;
  - Tolerate other points of view
  - Resolve conflict at the lowest level possible
  - Respond effectively to crisis situations
  - Successfully work both independently and as a team member
  - Maintain positive, supportive and professional demeanor
  - Represent the District positively at District, regional or state conferences or meetings.

## **Qualifications**

### *Required Certification, Education and Experience:*

Must have a Bachelors degree from an accredited college or university with major course work in Education, Technology or a related field, Master's degree preferred; a valid California Elementary or Secondary Teaching Credential; and a valid California driver's license.

### *Personal Characteristics:*

The District is seeking a candidate, who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

## **Salary & Benefits**

The **IT<sup>2</sup> - ToSA**, is compensated per the Teacher salary schedule; any other benefits and compensation will be as delineated in the UDEA Contract. Stipend for additional duties outside of the teaching day at the same level as the Technology Teacher Leaders.

**WORKING CONDITIONS:** Duties require punctuality and the ability to multi-task. Duties are performed in an office environment while sitting at a desk. Duties are also performed at program sites and in the community, making oral presentations and attending meetings. Incumbents may be required to work a flexible schedule evening and weekend hours. Incumbents are subject to public contact with external agencies and individuals seeking information. Duties require regular driving to program sites within the county.

**PHYSICAL DEMANDS:** Incumbents regularly stand and sit for long periods of time; walk short distances on a regular basis; use hands and fingers to operate a computer keyboard or other office equipment; reach with hands and arms, stoop, kneel, or crouch to file; speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voice over telephone and in person; and move and transport materials weighing up to 40 pounds. Incumbents must be poised, professional and report to work five days per week eight hours per day.

