

USD 313 CERTIFIED STAFF JOB DESCRIPTION

TITLE: DISTRICT INTEGRATION TECHNOLOGY SPECIALIST

REPORTS TO: Assistant Superintendent of Learning and Instruction

EVALUATION: As per Negotiated Agreement

CLASSIFICATION: Exempt

JOB SUMMARY:

Through reflective dialogue and feedback the District Integration Technology Specialist (DITS) will provide classroom support to teachers by planning and modeling effective instructional strategies using technology in order to improve teacher performance and results for students. The DITS will develop and deliver professional learning in the area of curriculum and instruction at the building and district levels. This is a 10-month contracted position.

QUALIFICATIONS:

Masters degree in subject area, curriculum/instruction, or administration
Five years' teaching experience

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of and experience with professional learning
2. Knowledge of teaching performance standards
3. Knowledge of adult learning theory
4. Knowledge of effective instructional practices
5. Knowledge of curriculum standards
6. Ability to tackle data analysis
7. Ability to integrate technology

PERFORMANCE RESPONSIBILITIES:

1. Provide technology training and support for mentors and new teachers
2. Work with district and building administration to develop professional learning opportunities
3. Provide follow-up visits with reflective dialogue and feedback
4. Document observations, walk-throughs, trainings, and feedback discussions.
5. Attend and participate, as requested, in trainings related to curriculum development, writing of assessments, standards training, effective instructional practices, differentiation, professional development, mentoring, and cognitive coaching
6. Collaborate with Assistant Superintendent of Learning and Instruction for the infusion of educational technology into the teaching/learning process
7. Analyze data on student performance to determine further professional learning
8. Expand and maintain a library of resource materials that may be loaned to building staff members
9. Other duties as assigned

PHYSICAL REQUIREMENTS / ENVIRONMENTAL CONDITIONS

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment
2. Requires regular attendance and physical presence at the job

APPROVED: 3/28/2016