



SAN MATEO UNION HIGH SCHOOL DISTRICT

CERTIFICATED JOB DESCRIPTION

**JOB TITLE: DISTRICT INSTRUCTIONAL TECHNOLOGY COORDINATOR
(Teacher on Special Assignment – TOSA)**

REPORTS TO: Director of Curriculum and Assessment

SITE: District Office

CLASSIFICATION: Certificated

WORK YEAR: Teacher Work Calendar
+10 Days

SALARY: .8 FTE Certificated Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES:

EFFECTIVE DATE:

JOB ESSENTIAL FUNCTIONS:

1. Provide leadership, oversight and support for effective uses of technology in District curriculum, instruction and assessment.
2. Work with Director of Technology to monitor and oversee District Technology Plan.
3. Provide direct support to school level instructional technology TOSAs and instructional technology teams.
4. Facilitate and lead professional development programs for District teachers.
5. Facilitate instructional planning for technology purchasing.
6. Chair the District Instructional Technology Council and provide or facilitate training for Instructional Technology TOSAs.
7. Represents the Instructional Technology Council on the District Instruction Council.
8. Share and support new resources, professional development opportunities, state laws, and mandates with the Instructional Technology Council, Instruction Council and other District groups.
9. Maintain affiliations with professional organizations at the local, state, and national level.

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:

Education/Training Experience

- Minimum of five years high school teaching experience.
- Substantial commitment to and experience participating in professional learning activities.
- Experience leading or facilitating professional development desired.
- Knowledge and experience using a variety of effective instructional strategies including best practices in language and literacy development.
- Knowledge and proficiency effectively integrating technology into instruction.

QUALIFICATIONS (cont'd):

Education/Training Experience (cont'd)

- Experience with and/or previous training in developing culturally responsive pedagogy /curriculum & instruction.
- An understanding of and commitment to *cultural proficiency*.
- An understanding of and effective strategies for formative assessment practices.
- Experience having led formal professional development/adult learning.
- Experience teaching classes for students performing below grade level and knowledge of the instruction needed to accelerate their academic progress.
- Demonstrated ability to lead collaborative efforts to improve student achievement.
- Knowledge and experience using various technology tools and software platforms such as Microsoft Office Suite including Excel; Google Docs; and Aeries.

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.

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.