

**SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS**

601 North E Street, San Bernardino, CA 92415-0020 • Ted Alejandre, County Superintendent

## **PROJECT SPECIALIST**

### **Digital Learning**

Salary Range: \$120,694.08 – \$136,161.60 Annually (Range 145)  
 Length of Service: 228 Days per year  
 Application Deadline: October 27, 2017 (4:00 P.M.-PST)  
 Location: Digital Learning Services, Technology Services Branch  
 San Bernardino

#### **POSITION DESCRIPTION**

The Digital Learning Project Specialist will support school districts in the San Bernardino County in achieving countywide technology goals. The Project Specialist will develop and implement models of curriculum, instructional technology and professional development, lead the implementation of SBCSS Digital Learning technology projects, assist districts with grant and technology planning and implementation, and provide professional development sessions, including but not limited to Leading Edge Certification courses.

#### **ESSENTIAL JOB FUNCTIONS**

- Assists sites and districts in identifying curriculum resource and professional development needs relating to technology integration designed to accelerate and sustain student achievement;
- Provides leadership in the identification and use of technology to close the achievement/access gap and in accelerating and sustaining student achievement;
- Assists in the development and implementation of SBCSS technology projects;
- Provides support and assistance with development and evaluation of state and federal technology grant applications when such grant applications are available;
- Assists site and district management teams in the development and implementation of technology planning
- Maintains internet and other electronic bulletin boards and databases;
- Provides training on methods of parent/family outreach increasing their ability to support their children's use of technology;
- Provides Leading Edge Certification Courses;
- Collaborates and coordinates with technology staff from other county offices of education as directed by the SBCSS Chief Technology Officer to provide learning opportunities in the RIMS region;
- Performs other duties as assigned.

#### **JOB REQUIREMENTS**

**Experience** in using a variety of technologies to support curriculum, instruction and staff development; using and developing spreadsheets and data bases; developing, implementing and monitoring grant programs; developing and presenting staff development activities; integrating equity analyses and perspectives into technology;

**Skill** in managing resources and technology related projects to accomplish established program goals; facilitating group planning and staff inservice activities; working with staff to implement program goals; effectively integrating technology into curriculum; facilitating school improvement networks; developing and presenting professional development activities; researching, disaggregating, interpreting, analyzing, reporting, and utilizing data; and a variety of computer-based applications and platforms;

**Knowledge** of Common Core standards-based curriculum development; research-based and culturally/linguistically responsive pedagogy that promotes powerful teaching and learning; current and successful staff development models; adult learning theory; grant application process and evaluation; California Standards for the Teaching Profession; Leading Edge Certification;

**Ability** to develop and implement effective curriculum models; design and provide effective staff development programs; develop grant assistance resource networks; develop partnerships with RIMS districts; work cooperatively in a team environment with a variety of individuals and groups; maintain records; meet timelines; communicate effectively in written, verbal, and electronic form; work independently and varied hours at multiple work locations; travel extensively throughout California; and

**Physical Abilities** include some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; hearing, speaking, observing and significant fine finger dexterity. Specific visual abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally the job requires sitting, walking and standing and the ability to lift or move up to 40 pounds. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

### **MINIMUM QUALIFICATIONS**

- Valid California teaching credential;
- Three (3) years professional teaching experience;
- Experience providing technology related staff development;
- Valid Leading Edge Course Certification for Online and Blended Teacher (OBT) and/or Professional Learning Leader (PLL).

### **DESIRED QUALIFICATIONS**

- Valid California Administrative Services credential, Certificate of Eligibility or current enrollment in an approved Administrative Services program with the ability to obtain an Administrative Services Intern Credential upon employment;
- Valid Leading Edge Course Instructor Certification for Online and Blended Teacher (OBT) or Professional Learning Leader (PLL);
- Experience designing and disseminating instructional resources via the Internet;
- Experience in using Internet resources for research and electronic communication;
- Experience with site and district technology planning;
- Experience using multimedia technologies in classrooms;
- Experience in curriculum development, planning and scheduling;
- Experience with grant writing and implementation;
- Experience in analyzing data to modify or evaluate projects;
- Experience with site and district technology planning;
- Bilingual/biliterate;
- Possession of CLAD/BCLAD certification.

### **NECESSARY MATERIALS FOR APPLICATION**

- **Completed Ed-Join online application** (*incomplete applications will not be considered. All fields must be completed*);
- **Letter of application/introduction** outlining skills and abilities relating to this position;
- **Current resume**;
- **Copy of valid California teaching credential**;
- **Copy of valid Leading Edge Course Certification as stated above**;
- **Three (3) current** (*dated and signed within 3 years*) **letters of reference** (*electronic signatures not accepted*).

**Applicants must meet minimum qualifications and provide all necessary materials online prior to the stated deadline in order to qualify as a candidate.**

**APPLICATION PROCESS:** All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at [www.sbcss.k12.ca.us](http://www.sbcss.k12.ca.us); click on Human Resources; scroll down then click on “Click Here to Jump to the EDJOIN website” and attach your online profile to this job posting #. If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

*This school district/County Office does not discriminate on the basis of race, color, national origin, age, religion, political affiliation, gender, mental or physical disability, sex orientation, genetics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application been made.*

All employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all of our employees to be fingerprinted for the purpose of a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. If hired please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S. An Equal Opportunity Employer.