

TEACHER TECHNOLOGY SPECIALIST (TOSA)

Purpose Statement:

The position of Teacher Technology Specialist promotes the use of technologies to support student achievement in the pre K-12 classroom; provides leadership, staff development, and instructional support to all instructional and administrative staff; serves as a liaison between school and district technology initiatives and school based implementation and support for administrators and teachers; develops and offers district wide instructional technology education for teachers and administrative staff; assists in the development and implementation of curriculum and technology integration projects; provides instructional staff with the essential support needed to complete technology-based instructional management and productivity functions including the implementation of the California Standards and collaborates with appropriate instructional and technical staff to support, manage, optimize the use of instructional applications, and network resources to support quality teaching and learning.

Essential Functions

- Collaborates with teachers in composing effective technology-infused, content-based lessons, and supports teachers as they implement the lessons in their classrooms
- Promotes model instructional practices and the role of technology in them
- Articulates appropriate instructional technology practices as described in technology standards for students, and teachers
- Provides assistance and training to building staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small and large groups
- Collaborates in the evaluation, selection and implementation of instructional technology materials and applications
- Assists with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives
- Works with curriculum staff to develop and implement technology enhanced curriculum integration
- Provides leadership in developing and implementing district technology goals and plans
- Collaborates with School Administrators, Library Media Specialists, school site LITEs (Leaders Integrating Technology in Education) and staff to ensure infrastructure and tools are available to carry out school and technology initiatives.
- Conducts research about advancements in technology tools and resources to inform decision-making
- Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology
- Coordinates technology related grant projects, community outreach projects and fundraisers.
- With the Director of Technology, coordinates the district Technology Committee
- Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field
- Conducts staff development and supports community awareness initiatives
- Performs other job related duties as assigned

Job Requirements & Skills

- Knowledge of the California State Standards and the new California Standards best practice instructional strategies
- Knowledge of the process and strategies used in implementing instructional technology plans

- Knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments
- Ability to listen to others and remain receptive to new ideas
- Ability to address criticism in an appropriate manner and develop constructive outcomes
- Demonstrates sustained effort and enthusiasm in the quality and quantity of work
- Ability to effectively educate/coach technology users
- Ability to establish and maintain positive, effective working relationships with staff, students, and the community
- Demonstrates effective time management, organizational skills, and prioritization of work to meet the needs of the users
- Ability to follow and communicate effectively, both orally and in writing
- Ability to quickly acquire new knowledge regarding technology
- Possesses initiative, flexibility, and the ability to work independently
- Demonstrates enthusiasm for the use of technology
- Demonstrates excellent human relations and interpersonal skills
- Ability to design and deliver technology-enhanced instruction

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; collaborating with multiple departments; Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:

Five years teaching experience
Coaching Training

Certificates & Licenses:

Certified California Teaching Credential
Valid Driver's License

Education:

Bachelor's Degree including all courses to meet credential requirements.
MA preferred

Clearances:

DOJ/FBI Clearance
TB Clearance

Required Testing

Successful Completion of Pre-Employment Process

Supervision:

Director of Technology & Information Services

Additional Qualifications

Ability to travel to other sites/locations

Salary Grade:

TTEA Salary Schedule

Continuing Education/ Training

Training attendance at workshops as appropriate

Work Year:

205 Days Per TTEA Agreement