

ALTA LOMA SCHOOL DISTRICT

**TEACHER ON SPECIAL ASSIGNMENT  
Instructional Technology**

**DEFINITION**

Under the direction of the Associate Superintendent of Educational Services, this full-time certificated position will be responsible for planning, developing, and coordinating delivery of technology-based staff development geared toward the integration of technology in the classroom to support teaching and learning. This position will assist in building upon the existing programs and designing future programs to best meet the needs of teachers and students. This position will also be involved in peer coaching, technology plan development and implementation of the District technology plan.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

- Demonstrate successful leadership at a school site or district level in areas of curriculum and instruction and instructional technology.
- Help develop and promote the vision of the District and provide leadership in the effective integration of technology in the learning environment.
- Ability to assess the educational technology needs of teachers and students and develop strategies accordingly.
- Working knowledge and experience with a variety of software including curriculum-based products, communication technologies, student information system, library resources, Google Apps for Education and Learning Management Systems.
- Provide leadership in the development of curriculum to support teachers in gaining the skills necessary to effectively integrate technology and increase student engagement.
- Demonstrate experience and skill to integrate technology into the teaching and learning process. Provide professional development, model lessons, and provide peer coaching.
- Act as a resource to district curriculum committees in connecting technology to the curriculum.
- Work with school improvement data and/or leadership teams to help coordinate actions related to the effective integration of technology to improve student learning.
- Assist Informational Technology department in preparing student devices for classroom use and provide technical support.
- Understand adult learning theory and strategies, and conduct staff development workshops.

**EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

**Experience:**

3-5 years successful teaching experience

Instructional technology experience that demonstrates knowledge and skills outlined above

Expertise leading technology-based teaching and learning

**Education:**

Bachelor's Degree

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LICENSES AND OTHER REQUIREMENTS

**Licenses, Certifications, Bonding and/or Testing Required:**

California Multiple Subjects teaching credential authorizing service at the elementary level.

EL Authorization

NCLB compliant

Valid California driver’s license

PERSONAL QUALITIES

- Belief that all children can become literate.
- Possess in-depth knowledge of curriculum and instruction, California Standards and Frameworks, and demonstrate working knowledge of technology as a tool to enhance curriculum.
- Self-motivated, self-directed learner, collaborative team player, constructive thinker and problem solver
- Possess professional appearance, grooming, and personality
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction
- Maintain strong interpersonal skills using tact, patience and courtesy
- Better than average recommendations from supervisors or other professionals who have observed the personal characteristics, scholastic and technical abilities of the employee

SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the “Physical Demands” factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

- NP = Not Present – Does not exist
- O = Occasionally – Up to 1/3 of the time
- F = Frequently – From 1/3 to 2/3 of the time
- C = Constantly – 2/3 or more of the time

1. STRENGTH:		
A. Standing		25%
Walking		25%
Sitting		50%
B. Lifting	O	25 lbs.
Carrying	O	25 lbs.
Pushing	O	10 lbs.
Pulling	O	10 lbs.
2. CLIMBING	O	
BALANCING	F	

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|---|----|
| 3. STOOPING   | O  |
| KNEELING  | NP |
| CROUCHING   | O  |
| CRAWLING  | NP |
| 4. REACHING   | C  |
| HANDLING  | C  |
| FINGERING   | C  |
| FEELING   | O  |
| 5. TALKING:   |    |
| Ordinary  | C  |
| Other   | O  |
| HEARING:  |    |
| Conversations   | C  |
| Other Sounds  | F  |
| 6. SEEING   |    |
| Acuity, Near  | C  |
| Acuity, Far   | F  |
| Depth Perception  | F  |
| Accommodation   | C  |
| Color Vision  | O  |
| Field of Vision   | NP |
| 7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: (2) 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).  |    |
| 8. PHYSICAL DEMAND COMMENTS: Example of sitting for extended periods are meetings, computer use; reaching/handling/fingering are manipulating papers and materials, using computer; ordinary talking/hearing are participating in verbal interactions; visual acuity/depth perception/visual accommodation are driving vehicle to and from meetings, preparing and using written, typed or overhead transparency materials. |    |

