



### Objectives

- Support effective implementation of instructional technology to foster high quality, student-centered, culturally responsive instruction.
- Align and support teaching strategies for the integration of instructional technology and National Educational Technology Standards.
- Provide teachers with hands-on training of new digital instructional tools.
- Assist schools, administrators, and teachers in the set-up and use of online subscriptions and digital resources.

### Position Summary

The District Instructional Technology Specialist TOSA is a one-year temporary position. This position works with teachers, administrators and other staff to implement online subscriptions and digital resources funded by the Instruction Department. The responsibilities include technical server/cloud set-up, vendor interactions and troubleshooting, on-site classroom coaching, and leading system-wide and school-based customized professional development (PD).

### Supervisory Relationship

This position reports to the Instruction Technology Administrator.

### Essential Functions

1. Research, recommend and coach teachers in using online subscriptions and digital resources to support high quality, student-centered, culturally responsive math instruction.
2. Train teachers, administrators and other staff to use District approved applications/Apps for laptops and tablets, and online learning resources.
3. Set-up and manage digital subscriptions and resources that align with curriculum and learning targets across K-12 content areas in Math, English Language Arts, Social Studies, and Science.
4. Provide teachers with strategies for effective integration of online subscriptions and digital resources into the curriculum.
5. Provide PD for teachers, administrators and other staff on District online subscriptions and digital resources (e.g. DreamBox; World Book; Learn360; Imagine Learning, etc.).
6. Work with teachers to adapt curriculum and instruction using digital tools to meet the needs of students with special needs.
7. Maintain and add to the instructional technology website pages for online subscriptions and digital resources using Word Press.
8. Coordinate with Instruction Staff Development Specialists and the Elementary ELA and Science TOSAs to plan and provide cohesive professional development across content areas.
9. Maintains regular and prompt attendance.
10. Performs other duties as assigned.

## Required Knowledge, Skills and Abilities

1. Ability to communicate effectively orally and in writing.
2. Strong knowledge of instruction and assessment, including the ability to analyze and compare digital solutions from a variety of vendors.
3. Strong knowledge of Common Core State Standards.
4. Strong instructional technology skills including experience using specific hardware: laptops, iPads, document cameras, SMARTBoards, etc.
5. Ability to collaborate and work effectively with other educators; and
6. Strong organizational skills.

## Minimum Qualifications

### Education

- Master's degree from an accredited University;
- Oregon Teaching license;
- Evidence of multi-cultural experience and cultural competency; and
- ESOL endorsements preferred.

### Experience

- Minimum of four years of teaching experience in the elementary and/or middle school classroom.
- Demonstrated successful experiences working with teachers and administrators supporting student technology in a variety of situations.
- Demonstrated successful experience with Apple OS (laptop), Apple Mobile iOS (iPads), and other emerging instructional technologies.
- Experience leading professional development, including integration of digital tools.
- Experience as a member of a school technology leadership team.
- Demonstrated success with culturally responsive teaching practices.
- Advanced training in digital classroom tools.

## Work Environment

Duties are performed in an office environment, training environment, and in schools.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Approved by</b>	Karen Hardin, Director of Human Resources
<b>Last revised</b>	December 8, 2020

## Employee Statement

"I have reviewed the above position description and understand its contents."

"I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents."

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date