

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Instructional Technology TOA

QUALIFICATIONS

CREDENTIAL: Required Appropriate California Teaching Credential

EDUCATION: Required B.A. or B.S.
Additional training, graduate work, or degrees in education

Desired M.A. or M.S. or 30 units beyond the B.A. or B.S.

EXPERIENCE: Required Three or more years of teaching experience

Desired Experience with the integration of technology into curriculum

SKILLS: Ability to establish and maintain cooperative and effective working relationships with students, staff, parents, and administrators.

Advanced skills in the use of computers and computing devices, interactive whiteboards, Google for Education and other cloud-based applications, spreadsheets, data-bases, a variety of educational software programs, and any other new and emerging technologies that may have appropriate applications for education.

Strong interpersonal and communication skills.

Demonstrated in-depth knowledge of effective teaching strategies, literacy, assessment and standards.

Ability to perform a variety of specialized and responsible tasks, maintain records, meet schedules and deadlines. Ability to work independently with minimal supervision.

BRIEF DESCRIPTION OF POSITION

Under the direction of the supervisor, assists classroom teachers with the implementation of effective teaching strategies and successful integration of multiple technologies in order to differentiate and enhance student learning. This involves the knowledge and exercise of observation, training, the pedagogy of integration and content delivery. This position is intended to focus on efforts to provide embedded and ongoing technology-related professional development of teachers, staff and administration. This position is also responsible for facilitating school-based conversations around student achievement data for the purposes of instructional improvement in classrooms. Performs other related duties as assigned.

REDLANDS UNIFIED SCHOOL DISTRICT
Instructional Technology TOA Job Description

DUTIES AND RESPONSIBILITIES

- In collaboration with school and district administration, identifies technology integration competencies among instructional staff and delivers appropriate coaching, training, and resources to support professional growth of adult learners.
- Researches new technology integration techniques and resources that are proven to increase student achievement and disseminates to instructional staff.
- Develops instructional technology solutions and related training material for the purpose of providing users with tools needed to utilize emerging instructional technology to enhance student learning.
- Observes teachers in their classrooms and offers insights for the enhancement of instructional technology teaching/learning situations.
- Demonstrates appropriate use of instructional technology and other educational tools to enhance and extend instruction.
- Conducts technology-rich classroom demonstrations and model lessons with differentiated instruction.
- Assists teachers with planning classroom curriculum, developing technology-based lessons, and practicing effective technology-based instructional strategies.
- Assists classroom teachers in diagnosing student technological needs, including the use of data, planning appropriate standards-based instruction, and identifying appropriate in-class interventions for students.
- Assists teachers with the use of online assessment tools.
- Works directly with teachers and students as well as partners with other educators, families, communities, and organizations to develop and facilitate exemplary technology-infused learning environments for all students.
- Conferences and collaborates with other coaches, technology mentors and/or administrators for the purpose of planning professional development activities.
- Maintains professional competence and keeps current with educational trends and practices through attendance and/or participation in trainer-of-trainers workshops, conferences, professional meetings and in-services.
- Fosters the development of online and face-to-face learning communities for both students and educators that are focused on creativity, innovation, cognitive complexity, and the effective integration and implementation of learning technologies.
- Provides technical support to classroom teachers for the implementation of the California Common Core State Standards and the District-adopted curricula.
- Maintains strict confidentiality regarding all interactions with staff who are being assisted other than when student safety issues or violations of Education Code or other state/federal law are evident.
- Effectively communicates and maintains cooperative relationships with those contacted during the course of work.
- Supports all aspects of the Distance Learning Program.
- Travels between school sites and to conferences, meetings, etc.
- Performs other related duties as assigned by his/her supervisor.

OTHER JOB FUNCTIONS

- Provides individual and group training to teachers and administrators in the use of student information systems, generation of student achievement reports, data analysis and data-driven decision-making.
- Assists with the development of District curriculum documents.
- Maintains current knowledge of effective instructional and coaching pedagogies.

REDLANDS UNIFIED SCHOOL DISTRICT
Instructional Technology TOA Job Description

- Identifies school teaching and learning needs, barriers and weaknesses through needs analysis, and organizing and implementing problem-solving actions with teachers and administrators.
- Works collaboratively with teachers and administrators for the purpose of planning in-services and collaboration day activities.

PHYSICAL REQUIREMENTS

Significant physical abilities include: standing and walking for extended periods, lifting/carrying, crouching, reaching, reaching/ handling/ feeling, talking/ hearing, near and far visual acuity/ depth perception/ accommodation/color vision/ field of vision.

OTHER REQUIREMENTS

Tb test clearance; Department of Justice fingerprint clearance, valid driver's license and proof of insurability.

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