

Position:	Teacher on Special Assignment – Technology	FLSA:	Exempt
Department/Site:	Area	Salary Grade:	Appropriate Placement
Reports to/Evaluated by:	Assistant Superintendent or designee	Salary Schedule:	Certificated

SUMMARY

To support the promotion and coordination of technology into the educational process and curriculum, directly benefiting students and educational staff in the educational program. Responsible for the coordination of technological professional development training of Classified and Certificated staff within the Clovis Unified School District.

DISTINGUISHING CAREER FEATURES

The Technology Instructor is a high level position that requires interaction and articulation with all employee groups in the District as well as a thorough understanding of all of the typical computer programs used by District staff. At this level, the position has knowledge of a varied set of currently used computer applications as well as being capable of learning new computer applications as they are introduced. The position also has a background of creating training materials to be used in face-to-face settings for small and large group instruction as well as creating training materials to be used by staff via the Internet. The position requires a detail oriented person who can work independently and with groups.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as a resource to the Area administrative team in formulating and planning instructional technology needs;
- Studies, accumulates and disseminates information on new developments in instructional technology;
- Attends meetings and serves on committees as appropriate to educational technology;
- Articulates with the District Technology Department and District Curriculum & Instruction Department concerning all activities regarding educational instructional technology;
- Continuously monitors the instructional element of the District "Technology Use Plan."
- Coordinates with the Assistant Superintendent for Curriculum & Instruction or designee all staff training in the area of integration of technology.
- Assists with professional development training for both certificated and classified staff. Trainings to include, but not limited to the following applications: Google Apps for Education, MS Office (Word, Excel, PowerPoint, and Access), Outlook and related Team Workplace tools, Web Site/Page Development, Zangle, MUNIS, Windows OS and associated utility applications, Transferring of files and settings due to the "Computer Refresh Program", Other new applications that are used district-wide.

- Develops curriculum and associated lesson plans for training both certificated and classified instructional staff how to use current technology applications and lessons that target technology standards.
- Provides coordination for the operations and technical functionality of district-wide instructional technology implementation programs.
- Works collaboratively with the Curriculum & Instruction staff, and site staff to investigate, design, disseminate and implement new technology applications which are designed to enhance student learning and achievement and integrate into the long term plans for technology use.
- Performs other duties as may be assigned by Assistant Superintendent or designee.

QUALIFICATIONS

Knowledge and Skills: Current productivity applications being used by staff, including: Google Apps for Education, MS Word, MS PowerPoint, MS Excel, MS Access, Outlook, and Team Workplace, Web Development tools, Zangle, and MUNIS. Technical operational functionality for the following network-based educational tools including: Read 180, Illuminate, Accelerated Reader, and Accelerated Math. Current trends in professional development training options, including how to create and post web-based training activities.

Abilities: Requires the ability to train others in a variety of teaching and learning settings including: one-on-one, small group and large group. The ability to plan, organize, direct, and coordinate the work of staff; delegate authority and responsibility. The ability to provide leadership, investigate, design, disseminate and implement new technology applications which are intended to enhance learning and/or increase operational efficiency. Ability to train others to use network-based solutions for transferring of document files and settings from one computer to another due to the annual “Computer Refresh” program. Must be able to communicate on both a formal and informal level with a wide range of contacts including District administrators, county officials and outside organizations.

Physical Abilities: Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone. Work is normally performed in an office setting with minimal exposure to health or safety hazards.

Education and Experience: Experience in using a wide variety of computer applications including but not limited to: presentation programs, word processing, data base, spread sheets, Illuminate, Read 180, Zangle, and MUNIS. Also requires specific experience with public speaking and previous computer application teaching. Any combination of experience and training that would likely provide the required knowledge and abilities or equivalent may be accepted.

Licenses and Certificates: Administrative Services Credential preferred.

Working Conditions: Work is performed indoors where minimal safety considerations exist. May also require traveling to school sites.