ORANGE UNIFIED SCHOOL DISTRICT

TEACHER ON SPECIAL ASSIGNMENT – EDUCATIONAL TECHNOLOGY

DEFINITION

The position of Teacher on Special Assignment – Educational Technology was established for the purpose/s of improving student performance by interfacing with district educational staff to facilitate the integration of technology into teaching and learning by developing and conducting professional development sessions on infusing technology into the core areas of academic curriculum, developing best practices resources with instruction while providing input/insight on ways to increase the use of technology both instructionally and professionally as it positively impacts student achievement across the district. This job reports to the Coordinator of Educational Technology.

DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in the field of technology integration into reading/language arts, mathematics, social science, science and/or English language development. Direct experience in implementing technology into these areas is required to perform programmatic analyses using widely prescribed instructional principles and concepts. This position classification performs light work involving sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, the ability to provide oral information and direction, and the handling and transporting of instructional and assessment materials and objects. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

ESSENTIAL DUTIES

- Work with Educational Technology leadership to do long and short range planning of curricular technology integration
- Act as a liaison for Education Services and Technology Services, attend instructional events and meetings with other district and site leaders
- Participate in development and implementation of departmental goals, objectives, policy priorities, standards, and procedures
- Supporting implementation of the district technology plan and strategic initiatives
- Support the coordination and site liaisons to implement goals and integrate technology into instruction based on ongoing district-wide needs assessment and software technology implementation
- Collaborate with curriculum personnel to develop training programs, identify best practices, and coordinate the integration of technology into the learning process
- Work cooperatively with school and District personnel in globally assessing student needs, and learning deficiencies, and developing alternative, technology-based solutions to remediate pupil learning problems
- Serve as a resource to meet a wide range of needs including technical support, support for the integration of technology into curriculum; demonstrations, resources management, workshops, and facilitation of meetings in support of district technology goals
- Maintain knowledge in the computer educational field by studying and working with new pieces of hardware and software. Develop and follow a plan for personal professional growth. Remain technically competent. Continue to grow as a professional computer educator, educational leader, and remain professionally active
- Identifying trends in software, curriculum, teaching strategies, and other educational areas to use in instruction

- Work with school non-teaching and administrative personnel to help them learn to make effective use of technology in doing their jobs
- Collaborate on preparing educational technology department purchases and reconciling technology budgets
- Prepare reports on the results of programs supported by the Educational Technology Department
- Meet monthly with the Educational Technology Committees. (eg. ETAC, TTL, LMS, LMT, OrangeLive, Online Health, etc.)

QUALIFICATIONS
Knowledge of:
- Best practices, trends, goals and objectives of integrating technology into the curriculum;
- Principles of adult learning and effective instruction;
- Online course development and best practices for online instruction
- Ongoing network building;
- District and state-wide assessment measures;
- Organization, planning, and program evaluation strategies, techniques, and procedures;
- Curriculum and instruction, and design and delivery systems influential to technology instruction;
- Research and development strategies, processes, and techniques;
- Human relationships, conflict resolution strategies and procedures, and team building methods and techniques.
- Behavior management strategies;
- Socio-economic and cultural background differences of the general school population.
- Utilizing Video and Web Design Tools to develop instructional materials and professional development

Ability to:
- Communicate effectively in oral and written form.
- Establish and maintain cooperative and effective working relationships with others.
- Organize, evaluate and analyze data and plan actions based on the data collected.
- Serve as a resource in classroom management, curriculum, instruction, assessment and technology for instructional staff.
- Display the use of good judgment in making decisions.
- Train and provide work direction to others.
- Work independently with little direction.
- Meet schedules and timelines

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

Experience:
Three years of successful teaching reading and language arts, mathematics, or English language development and demonstrated leadership ability to integrate technology into the curriculum.
Prefer Advanced Degree in a Technology Related Field

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Collaborative development of Online Resources and Professional Development.
Successful collaboration within the education system to develop successful instructional programs.

Education:
Bachelor's degree or equivalent. Depth of training in implementing best instructional practices

OTHER REQUIREMENTS
Certification Requirement
Valid California Teaching Credential

Personal
Appearance, grooming and personality which establish a desirable example for pupils and peers.
Ability to meet District standards for physical and mental health.

License Requirement
Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment
Insurability by the District's liability insurance carrier.