

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

TEACHER ON SPECIAL ASSIGNMENT – EDUCATIONAL TECHNOLOGY

DEFINITION

Under the direction of the Director of Educational Technology, provide support and guidance in technology curriculum development and integration, teacher development and instructional program design to enhance student achievement.

EXAMPLES OF DUTIES

- Work to improve the overall quality of education received by students and teachers in the district; act as an educational change agent aware of technology curriculum integration theories
- Work with the Director of Educational Technology to do long and short range planning of curriculum technology integration
- Act as a liaison for the Education Division and TIS, 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
- Coordinate and support the site technology coordinators to implement goals and integrate technology into instruction based on ongoing district-wide needs assessment and software technology implementation
- Review curriculum, develop training programs, identify best practices, and coordinate integration of technology into the learning process
- Help teachers to develop curriculum materials and specific lesson plans so that the teachers can carry out their part of the overall school's instructional plan.
- 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, workshops, and facilitation of meetings in support of district technology goals
- Keep up in the computer educational field by studying and working with new pieces of hardware and software. Develop and follow plan for personal professional growth. Remain technically competent. Continue to grow as a professional computer educator, educational leader, and remain professionally active
- Work with school non-teaching and administrative personnel to help them learn to make effective use of computer technology in doing their jobs
- Manage and implement technology related grants

QUALIFICATIONS

Knowledge of:

Current K-12 instructional practices, theories and methods; principles and techniques of educational technology; principles and techniques for project planning; principles of adult learning and effective instruction; online course development and ongoing network building; broad knowledge emerging trends in instructional technology; educational curriculum and instructional goals and objectives, and the educational trends and research findings relative to effective use of technology for learning; behavior management strategies; socio-economic and cultural background differences of the general school population.

Ability to:

Plan, organize, develop and conduct a comprehensive teaching and instructional program to support the integration of technology to enhance learning. Coordinate and guide teachers, support staff, advisory groups and other stakeholder groups in developing programs to support learning; communicate clearly and concisely, orally and in writing; analyze problems and prepare written and oral reports; define specific goals and develop sound strategies to accomplish objectives; facilitate projects and programs in support of technology use and integration; demonstrate strong interpersonal skills to facilitate and lead change; comply with the District's customer service standards, as outlined in Board Policy.

Experience:

At least three years teaching experience, preferably including experience in coordinating technology integration into instruction and guiding other staff in technology integration.

Education:

Current California teaching credential; a minimum of three years teaching experience, experience in computer applications and teaching methodologies.

Masters degree in related area or postgraduate educational technology coursework preferred.

Certificate Requirement:

Possess a current California teaching credential, English learner authorization and No Child Left Behind (NCLB) certification as appropriate.