

SUNNYVALE SCHOOL DISTRICT
CLASSIFICATION DESCRIPTION

TECHNOLOGY INTEGRATION SPECIALIST

REPORTS TO: Assistant Superintendent for Curriculum, Instruction and Assessment

SUPERVISES: Certificated and Classified staff as assigned

WORK PERIOD: 11 Months, 211 Days

SALARY: Assistant Principal Salary Schedule

PRIMARY PURPOSE:

The Technology Integration Specialist assists teachers in preschool, elementary, and middle schools to improve instruction through improved integration of technology. The primary focus of the position is to enrich and support teaching and learning while strengthening the technology skills of students, teachers, and staff. The Specialist promotes the use of technology to support student achievement in the classroom; provides leadership, staff development, and instructional support to all instructional and administrative staff; develops and offers district wide instructional technology education for teachers and administrative staff; assists in the development and implementation of curriculum and technology integration projects; and collaborates with appropriate instructional and technical staff to support, manage, optimize the use of instructional software, data management system, and network resources to support quality teaching and learning.

ESSENTIAL JOB DUTIES

1. Collaborates with teachers in creating effective technology-infused, skills-based lessons across all content, with a focus on STEM.
2. Articulates appropriate instructional technology practices as described in technology standards for students, and teachers.
3. Employs a variety of instructional techniques, instructional media, and performance assessments, which guide the learning process toward curriculum goals and student learning.
4. Oversees creation, administration and data collection for local and state assessments focusing on STEM field.
5. Collaborates in the evaluation, selection and implementation of instructional technology materials and software.
6. Assists with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives such as the Technology Standards for teachers and students.
7. Works with curriculum staff to develop and implement technology enhanced curriculum integration projects.
8. Provides leadership to school site technology committee(s).
9. Assists site administrators and teachers in planning and administering a technology enhanced instructional program in all curriculum areas.
10. Collaborates with School Administrators, Library Media Specialist, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives.
11. Participates in cross-functional teams and provides an instructional lens through which issues are weighed and decisions are made.
12. Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.

13. Supports community awareness initiatives and serves as a liaison between school and district technology initiatives.
14. Ensures teachers, students and families at all sites receive professional development on digital citizenship and cyber safety.

OTHER JOB DUTIES

1. Works cooperatively and in support of other staff within the Curriculum, Instruction and Assessment Department.
2. Works cooperatively with leaders of other administrative departments and divisions in integrating and coordinating individual efforts into a unified program for the district.
3. Follow Board policies and stay abreast of updates and changes.
4. Performs other duties as may be directed by the Assistant Superintendent for Curriculum, Instruction and Assessment.

WORKING RELATIONSHIPS

Reports to the Assistant Superintendent for Curriculum, Instruction and Assessment. Maintains positive working relationships with administrators, district office staff, parents, community members, and administrators from other districts. Develops positive relationships; responds to the needs of students, parents, staff and other constituents of the district.

WORKING CONDITIONS

The daily work is performed in an administrative office setting and at worksites (schools) throughout the District. The position requires visual acuteness and mental concentration; excellent organizational skills; multi-tasking capability; a high degree of energy; the capacity to mediate and resolve conflict; the ability to creatively problem solve; the capacity to deal with distraught individuals; extra hours and regular attendance at functions before and after the regular work day; occasionally representing the district on potentially controversial matters.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Extensive knowledge, experience, and successful implementation of instructional technology
- Knowledge of curriculum, instruction and assessment, particularly related to technology applications and learning systems
- Knowledge of effective managerial principles, methods and practices
- Knowledge of laws and standards related to education
- Knowledge of facilitation techniques
- Considerable instructional technology skills
- Ability to use assessment system software effectively
- Ability to perform problem analysis
- Ability to use good judgment
- Ability to organize
- Ability to act decisively
- Ability to lead
- Ability to be sensitive to needs and concerns of others
- Ability to tolerate stress

- Ability to communicate effectively; orally and in writing
- Ability to articulate a well-reasoned educational philosophy; be receptive to new ideas and change
- Ability to create and contribute to a climate of trust and collaboration
- Ability to inspire high levels of commitment and achievement in others
- Ability to establish and maintain effective working relationships

Education and Experience

Masters Degree in Education Administration or in a instructionally related field, with at least five (5) years of teaching experience, including teacher leadership experience; or any equivalent combination of education, experience and training that would provide the applicant the knowledge, skills and abilities to perform the duties and responsibilities required.

Licensing and Certification

Valid California Administrative Services Credential

EVALUATION

Evaluation of the Specialist is assigned by the Assistant Superintendent for Curriculum, Instruction and Assessment.

The statements contained herein reflect general details as necessary to describe the principal functions of the job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.