

## ORANGE UNIFIED SCHOOL DISTRICT

### INSTRUCTIONAL SPECIALIST – Educational Technology and Academic Measurement

#### BASIC FUNCTION

The job of Instructional Specialist – Educational Technology and Academic Measurement was established for the purpose/s of improving student performance by interfacing with teachers to facilitate the integration of technology into teaching, learning and assessment by developing and conducting professional development sessions on infusing technology into the core areas of academic curriculum, facilitating the SBAC test and its Digital Library component and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

This job reports to the Coordinators of Educational Technology and Student Assessment and Educational Measurement

#### 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 accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### ESSENTIAL DUTIES

- Working collaboratively with individual teachers or groups of teachers to integrate technology into instruction
- Working collaboratively with individual teachers or groups of teachers to understand our assessment system and how to obtain summative and formative feedback regarding student progress.
- Assisting with curriculum and content development
- Disseminating information regarding technology resources, emerging technologies, best practices using technology, and professional development opportunities
- Facilitating or conducting technology and assessment related professional development for school staff

- Modeling effective instructional strategies using technology
- Supporting implementation of the district technology plan
- Researching use of newer technologies in instruction
- Identifying trends in software, curriculum, teaching strategies, and other educational areas
- Creating learning resources for teachers, staff, and students
- Participating in software selection and use
- Collaborates with teachers for the purpose of on the design and preparation of district developed tools to enhance the implementation of programs and technology, assessments and learning environment that meet student programs and District objectives in an effective and timely manner.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Researches instructional technology related to student achievement for the purpose of making recommendations and assisting with the design and implementation in order to meet the District master plan for instructional technology.
- Meet monthly with the Instructional Technology Coaches.

## QUALIFICATIONS

Knowledge of:

Best practices, trends, goals and objectives of integrating technology into the curriculum;

District and state-wide assessment measures;

Organization, planning, and program evaluation strategies, techniques, and procedures; Curriculum and instruction, and design and delivery systems specific to technology instruction;

Research and development strategies, processes, and techniques;

Human relationships, conflict resolution strategies and procedures, and team building methods and techniques.

Ability to:

Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication;

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 skill 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.

### Education:

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

### Certification Requirement

Valid California Teaching Credential

Appearance, grooming and personality which establishes 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.