

Program Specialist of Technology**Definition**

Under the direction of the Director of 21st Century Learning, the Program Specialist of Technology will provide professional development in various areas of instructional technology and technology integration. This position will work with teachers in using data to inform instruction and collaborate with teachers to maximize their effectiveness. This position will assist with ways to integrate technology into the K-12 curriculum and course of study. The Program Specialist of Technology will serve as support for new instructional technology and developments and identify resources and to assist teachers with best practices.

Essential Duties and Responsibilities

- Serve as an educational technology leader;
- Conduct staff development in the area of technology integration;
- Coordinate professional development activities directly related to the integrated use of technology in all content areas, including student demonstration projects, classroom demonstrations, team teaching, and workshops;
- Participate in the development and implementation of the District's Technology Plan in support of student achievement;
- Provide leadership and coordination to develop, implement, and assist schools in updating their instructional technology plan focusing on the integration of technology into the instructional program;
- Engage in ongoing evaluation of the effectiveness of the instructional technology planning, program, and professional development;
- Serve as a source of information on trends, research, applications, and effective practices related to technology use in schools;
- Work with site administrators to help teachers adapt curriculum materials and lesson plans to utilize technology;
- Develop a cadre of school level technology leaders who will help implement the District's technology plan;
- Serve as the lead administrator and facilitator for the Covina-Valley Unified School District virtual school, online learning, and other digital curriculum projects;
- Meet with school level technology leaders and technology committees in order to assist in implementation of the District plan at the school level;
- Develop a District technology resource center to be used by school level technology leaders, teachers, and students;
- Develop and implement a District procedure for the evaluation of software, hardware, and courseware;
- Lead District research and pilot projects to evaluate instructional use of technology;
- Disseminate technology-related information throughout the District via news bulletins, electronic mail, and presentations at both District and site staff meetings;
- Work to improve the overall quality of education received by students in the District;
- Be sensitive to equity issues and work to resolve inequities;

- Participate in the development of curricular standards and benchmarks to encourage appropriate use of technology;
- Inform teachers of new technologies or software which may assist in developing concepts of content specific materials;
- Be aware of technology trends and possible futures of the field of computers in education;
- Attend meetings and professional development functions as necessary to develop skills;
- Remain competent in technology;
- Continue to grow as a professional technology educator and as an educational leader;
- Keep apprised of changes in the technologies available and directions of future technology development.

Required Qualifications

- California teaching credential;
- Administrative credential.

Preferred Qualifications

- Masters Degree;
- Five years applicable teaching experience.

Training and Experience

- Google Certified Educator desirable.

Knowledge of:

- Computer Science and coding;
- Google Apps for Education (GAPE);
- Teaching techniques and methods integrating instructional technology;
- Techniques of assessment and remediation using integrated technology;
- Curriculum planning and development;
- Current developments in facilities, classroom technology, and instructional materials;
- State and Federal laws governing technology in education.

Ability to:

- Communicate well, both orally and in writing;
- Establish and maintain cooperative and effective working relationships;
- Assist in establishing and maintaining a high level of teacher and student effectiveness;
- Work effectively with parents.

Personnel in this position will be paid on Level VIII of the Management Salary Schedule and will be placed based on education and experience. (\$8,127.49 - \$9,317.64 monthly, 11 months)

Recommendation is made that the new job description, Program Specialist of Technology, be approved.