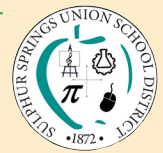


Sulphur Springs Union School District

Serving Grades - K – 6



27000 Weyerhaeuser Way, Santa Clarita, CA 91351 661-252-5131 www.sssd.k12.ca.us

Canyon Springs Community School
Leona Cox Community School
Pinetree Community School

Fair Oaks Ranch Community School
Mint Canyon Community School
Sulphur Springs Community School

Golden Oak Community School
Mitchell Community School
Valley View Community School

Teacher on Special Assignment – Instructional Technology

Teacher on Special Assignment, Instructional Technology, will assist and support staff and administrators with instructional curriculum and instructional programs as related to technology.

Position

- The Teacher on Special Assignment Instructional Technology, will be released from teaching duties during the length of the assignment.
- The Teacher on Special Assignment, Instructional Technology, will work under the direction of the Assistant Superintendent, Instructional Services.
- The Teacher on Special Assignment, Instructional Technology, will assist in all Instructional Technology activities for the district.
- The position will be 186 days over a 11-month period and salary will reflect the regular teacher's salary schedule.

Qualifications

- A credentialed classroom teacher in the Sulphur Springs School District.
- Demonstrates exemplary teaching ability and possess effective communication skills, subject matter knowledge, knowledge and commitment to District curricular goals and standards.
- Ability to work cooperatively and effectively with other teachers and administrators, demonstrates effective leadership skills, and experience in working on school and district committees.

Examples of Duties

- Assist in providing trainings on various instructional technology topics during the school day as well as after school
- Assist in creation and development of technology curriculum resources related to GLAD, Common Core, math manipulatives...etc.
- Model lessons utilizing instructional technology for teachers as needed.
- Assist in the planning of grade level technology trainings with Digital Coaches (grade level teams)
- Provide support for individual classroom teachers needing assistance in utilizing instructional technology
- Be available as a resource to administrators, teachers, and support staff who need additional assistance or guidance in the use of technology in instruction
- Assist in developing flipped professional development program
- Assist in developing flipped parent resources to extend student learning
- Assist in video taping model lessons, processing those lessons, and posting finished model lesson videos on SAFARI Montage
- Be willing to have lessons video taped for the purpose of staff development for teachers (videos will be posted on SAFARI Montage)

- Create and publish instructional technology tutorials (including How-to- videos) on SAFARI Montage
- Assist in providing training for Computer Lab Specialists related to keyboarding and computer lab activities related to the Common Core
- Write articles and how-tos for monthly Instructional Technology Newsletter
- Assist in planning, organizing, and facilitating Winter GATE STEAM Academy
- Assist with planning, organizing, and facilitating the SSSD After School Coding Academy
- Participate in planning of Summer Tech Trainings as well as being available to present
- Present at District Conference, Professional Development Days, and Parent Nights
- Assist in leading tours of Instructional technology in the Sulphur Springs School District
- Assist with the implementation of technology in Academies
- Assist in drafting proposals as well as presenting at Conferences
- Assist in finding, creating, and managing instructional resources on SAFARI Montage as well as on the instructional services section of the district web site
- Assist site Web Masters with utilizing new web site and uploading curricular based content
- Proactively seek out and acquire knowledge related to instructional technology (online assessments, digital applications, digital curricular resources, trends and research based methodologies)
- Represent the district at educational fairs
- Other duties as assigned

Desirable Qualifications

Ability to:

- Analyze problems and arrive at alternative solutions and recommend a course of action in a timely, decisive manner
- Communicate effectively in oral and written form
- Establish and maintain cooperative working relationships

Knowledge of:

- Principles, methods, strategies and techniques for a comprehensive Instruction Technology program
- Organization and educational strategies, methods and techniques

Physical Demands

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Body Movement**
Regular activities: Stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak

clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person

- **Lifting Requirements**

Employee assigned to this position must be able to lift or carry objects weighing 30 pounds with the ability to move or push objects weighing up to 50 pounds

- **Vision Requirements**

Ability to see clearly at 20 inches or less; adjust the eye to bring the object into sharp focus

Date Approved: June 11, 2014