



## City of St. Charles School District

# INSTRUCTIONAL TECHNOLOGY SPECIALIST

Reports to:	Associate Superintendent for Curriculum and Instruction
Classification:	Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

### **JOB SUMMARY:**

To support curriculum, instruction, assessment, professional development, and technology integration initiatives within the District; support the Professional Learning Community model of comprehensive school improvement throughout the District; support standards based grading initiatives throughout the District; facilitate curriculum development, technology, and assessment committees as assigned; conduct data analysis of student achievement and make recommendations based upon data; facilitate professional development for administrators, instructional coaches, and teachers; and serve as liaison between the Professional Development Committee and the Curriculum Office.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Demonstrate knowledge of exemplary curriculum and instruction practices, including instructional technology integration.
- Demonstrate knowledge of Standards Based Grading.
- Demonstrate knowledge of effective professional development practices to plan, organize, and facilitate high-quality professional development opportunities for District staff.
- Demonstrate ability to analyze student achievement data to evaluate programs and inform instruction to maximize student achievement.
- Facilitates curriculum development and revision processes using the Understanding by Design approach.
- Serves on technology committees as needed and assists with the development of the District's Technology Plan.
- Facilitates the District's assessment committee, assists with the development of the District's Assessment Plan, and serves as the District's assessment coordinator.
- Works collaboratively with colleagues, administrators, parents, community and others to meet local, state and national standards.
- Works collaboratively with curriculum committees, DPDC, technology, and C&I departments on technology integration issues.
- Provides leadership and training to support the Professional Learning Communities model of school improvement including collaboration, data teams, tiered levels of intervention, etc.

- Provides leadership and training for effective, research-based instructional practices, including instructional technology.
- Coordinates professional development and networking for instructional coaches, teacher leaders, librarians, and other staff members within the District.
- Installs and trouble-shoots software packages and contacts vendor technical support, if needed.
- Produces appropriate training materials (booklets, electronic forms, web pages, videos, etc.).
- Pursues and writes grants on behalf of the District.
- Communicates in a manner that is effective and appropriate.
- Maintains positive interpersonal relationships that are conducive to teacher learning.
- Provides and accepts constructive feedback for improvement of teaching and learning.
- Participates in professional growth activities.
- Responds to administrative requests in a timely manner.
- Demonstrates enthusiasm toward the teaching profession.
- Follows the policies and procedures of the school district.
- Maintains regular attendance.
- Maintains confidentiality and unquestionable integrity.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:**

- Degree(s) required: Master's Degree preferred.
- A minimum of 5 years successful teaching experience preferred.
- Training and experience in effective instructional technology integration practices.
- Training and experience in research-based instructional and assessment practices.
- Training and experience implementing standards-based grading.
- Training and experience implementing Professional Learning Communities.
- Experience facilitating curriculum development and revision.
- Experience coordinating district-wide assessment programs.
- Demonstrated success with analyzing student achievement data to evaluate programs and inform instruction.
- Experience with MSIP accountability measures for school district performance.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Missouri Teaching Certificate.

**COMMUNICATION SKILLS:**

- Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, correspondence and procedure manuals consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

### **OTHER SKILLS and ABILITIES:**

- Ability to apply knowledge of current research and theory to curriculum, instruction, assessment, and professional development programs.
- Ability to plan and implement teacher professional development based on district and school objectives.
- Knowledge of state standards, state and federal regulations and laws as they apply to schools.
- Knowledge of the Understanding by Design approach to curriculum development.
- Knowledge and implementation of research-based, best instructional practices.
- Knowledge and implementation of research-based, best assessment practices, including standards-based grading.
- Knowledge of standards-based curriculum models.
- Knowledge of child/adolescent development.
- Knowledge of technology integration for curriculum, instruction, and assessment practices.
- Knowledge of adult learner theory and effective professional development strategies.
- Knowledge of effective assessment strategies and data analysis tools to inform instructional decision making and program evaluations.
- Understanding of the MSIP process as it relates to curriculum, instruction, assessment, and professional development.
- Understanding of the Annual Performance Report (APR) measures for evaluating school district performance.
- Ability to effectively apply human relation skills, including conflict resolution, consensus building, and leadership skills.
- Demonstrates patience, respect, and understanding of students, teachers, and administrators.
- Demonstrates a sense of professional responsibility.
- Excellent oral and written communication skills.
- Ability to perform duties in full compliance with District requirements and School Board policies.
- Ability to perform applicable computer applications.

### **PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an 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.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs such as boxes of books and AV/VCR carts. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

The employee must independently transport him/herself to various sites in the District as well as schools and other sites in the metropolitan area for various types of meetings and events.

### **WORK ENVIRONMENT:**

The work setting involves performance in a school environment with various levels of staff. The setting involves the support of learning with teachers, administrators and parents on the campus – classroom. The work conditions include an environment, which could be quiet, moderate or loud. The work conditions also require the ability to resolve problems and conflict between students, parents and staff with diverse backgrounds and needs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Instructional Technology Specialist  
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