

STOCKTON UNIFIED SCHOOL DISTRICT

CURRICULUM SPECIALIST TECHNOLOGY

DEFINITION

The Specialist is under the direct supervision of the Administrator of Instructional Technology. The Specialist will provide technical and instructional support and expertise to school site staff in the use of instructional technology.

EXAMPLE OF DUTIES – (Incumbents may perform a combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Provide assistance to school site instructional staff to include, but not limited to:

Support teachers in the implementation of instructional technology hardware and software applications (including but not limited to and subject to change: Illuminate, Microsoft, Google Apps For Education, Compass Learning, Destiny, Moodle, GoSignMeUp, all core adoption digital curriculum components, webpage software, Chromebooks and Chromebook management software) by providing training at the PDC, on-site, in-class, as well as through electronic and print communications. **E**

Work with Information Services and Research Departments to ensure student data and teacher access to the programs is properly established and regularly updated. **E**

Attend training on instructional technology, primarily the applications listed above. **E**

Work cooperatively with Information Services staff and application vendors to resolve networking or instructional software issues at the school sites. **E**

Travel to district school sites to assist others. **E**

Prepare written documentation of work provided and other reports as assigned.

Maintain regular and prompt attendance in the workplace. **E**

Perform other related duties as assigned or directed.

QUALIFICATIONS

Knowledge of:

- California Common Core State Standards
- Technology standards
- District technology plan
- Computer hardware and software systems operation (primarily those listed above), limitations, and diagnostic techniques
- Instructional technology applications and use for curriculum integration
- Curriculum Department's functions and responsibilities within the department

Knowledge of: (continued)

- Oral and written communication skills

Ability to:

- Instruct district staff on instructional technology use
- Drive a vehicle to conduct district business
- May identify and resolve hardware and software problems
- Evaluate and prepare reports on new instructional technologies
- Competent in the use of Office and Google Apps For Education applications
- Work independently
- Establish and maintain cooperative and effective working relationship with others

Education and Experience:

A valid California Single or Multiple Subject Credential; three (3) or more years teaching in an educational environment utilizing computer and other instructional technologies, as an instructional tool integrated into curriculum subject areas. Knowledge of, and experience using, information technologies including Internet applications, databases and webpage publishing tools. Familiarity with curriculum and technology standards: district, state and national. Experience in the use of maintaining, troubleshooting, and configuring, of instructional technology.

License, Certificates and Other Requirements:

Must possess a valid California Driver's License and evidence of insurance and a valid First Aid and CPR certificate is required.

WORKING CONDITIONS

ENVIRONMENT:

Office and school environment.

Driving a vehicle to conduct work as required by the position.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer system and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Stand for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally.
- Forceful grasping sufficient to install equipment.
- Push/pull up to 25 pounds.
- Lift/move equipment weighing up to 25 pounds using safe and proper methods and/or equipment, from ground level to up to level of 3 feet; to a distance of up to 50 feet.

PHYSICAL DEMANDS (continued)

- Bend at the knees for proper lifting technique.
- Occasionally kneel, crouch and/or stoop for short periods of time.

Salary Placement

Regular teacher's salary schedule, plus factor

Bargaining Unit: STA

Work Year: 222 days

Board Approved: 06/09/15