



**DEER VALLEY**  
*Unified School District*

JOB DESCRIPTION

JOB TITLE: **Technology Curriculum, Instruction, & Assessment Specialist**

Position Type: <b>Certified</b>	Department: <b>CIA</b>
Salary Schedule: <b>Certified</b>	Location: <b>District Office</b>
Reports to: <b>Director of Curriculum, Instruction, &amp; Assessment</b>	
Term of Employment: <b>10 months</b>	Shift: <b>Day</b>
Approved By: <b>Human Resources</b>	Date: <b>7/15/19</b>

**POSITION SUMMARY:**

The Technology Curriculum, Instruction, & Assessment Specialist manages and oversees the integration of technology to support curriculum, instruction, and assessment. A primary function of this position is to provide leadership in developing, communicating, and implementing a vision for instructional technology, computer science education, STEM instruction, and the Tech Rich initiative. The Technology Curriculum, Instruction, & Assessment Specialist also shares information on current trends, forecasts, and best practices around academic technology.

*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.*

**ESSENTIAL FUNCTIONS:**

- Supports the design and implementation of standards based curriculum, assessment, and instruction.
- Maintains knowledge of and communicates current research findings and forecasts related to the effective use of technology to support curriculum, instruction, and assessment.
- Coordinates committee work to support educational technology integration, computer science, and STEM.
- Attends specific meetings to provide educational technology information and support to enhance curriculum, instruction, and assessment of grades K-12; prepares reports as needed.
- Provides support for the Tech Rich 1:1 initiative.

- Coordinates efforts in the integration and implementation of the Computer Science and Computational Thinking framework and curriculum.
- Provides support for STEM instruction.
- Oversees the administration of technology platforms used to support curriculum, instruction, and assessment (such as Canvas, Google Classroom)
- Provides input on the purchase and acquisition of new instructional technology and equipment and participates in curriculum adoptions
- Ensures that training and communication of responsible and safe digital use are provided for staff and students.
- Supports effective implementation of the Arizona Computer Science State Standards and District curriculum.
- Designs, leads, and coordinates technological professional development of administrative, faculty, and staff members that focuses on:
  - Enhanced teaching and learning using sound pedagogical models for educational technology integration to guide instruction and planning
  - The use of technology to transform learning into student learning opportunities that would not be possible without technology
  - The use of technology to increase student development of future ready skills such as communication, collaboration, creativity, and critical thinking
  - Increased student engagement, differentiation, and targeted interventions using instructional technology
  - Technology that supports assessment, progress monitoring, and data analysis for the purpose of informing instruction
  - Opportunities in a variety of formats, such as face-to-face, online learning, events (Tech Fest), coaching, etc.
- Demonstrates the ability to coach, mentor, and teach adults.
- Maintains strong professional relationships with principals, teachers, IS&T staff, CIA staff, other district staff, and students.
- Shows evidence of collecting, analyzing, and disaggregating data for the purpose of improving student achievement and evaluating instructional goals.
- Analyzes data and reviews the alignment and articulation of the curriculum and technology standards for the purpose of developing professional development.
- Identifies and shares information about trends in software, technology devices, and technology instructional practices.
- Stays current on new instructional technologies and demonstrates a willingness to continue to learn additional instructional technologies.
- Grows and develops professionally, including participating in training with district IS&T and CIA staffs.
- Demonstrates flexibility and responsiveness.
- Communicates well with parents, students, staff and administrators.
- Contributes to the school and district.

- Demonstrates professionalism at all times.
- Follows all administrative procedures and policies of the district.
- Uses the professional day in a productive manner.
- Communicates and responds in a competent and timely fashion.
- Works cooperatively with all staff members.
- Places emphasis on both student achievement and well being.
- Must meet any additional specific job requirements as indicated by the school.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.
- Provides substitute coverage as assigned by the supervisor on an as needed basis.

**SUPERVISORY RESPONSIBILITIES:**

- Supervises and evaluates any assigned teachers.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Ability and desire to provide outstanding Customer Service.
- Ability to effectively use and support others in the use of technology as a tool for planning and implementing instructional strategies.
- Ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have an extensive knowledge of computers and strong technology skills.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have a valid Arizona Teacher Certificate; Arizona Administrative Certificate preferred.
- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must meet all Arizona Department of Education certification requirements.
- Must attain SEI endorsement as required by Arizona Department of Education.

**EDUCATION AND/OR EXPERIENCE:**

- Must have a Bachelor's degree (BA) from a four-year college or university; Master's Degree (MA) preferred.
- Three years teaching or training experience.
- Three years or more of documented technology experience preferred.

**LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

**MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

**REASONING ABILITY:**

- Demonstrates the ability to problem solve technology difficulties.
- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

**PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:**

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*