

North Monterey County Unified School District

POSITION DESCRIPTION

Position Title:	Educational Technology/Illuminate Lead
Reports To:	Principal or other Administrative Designee
Stipend Amount:	\$1,200/year

SUMMARY: The Educational Technology/Illuminate Lead at each site will be critical to ensure every teacher on sites understand how to use the tools in Illuminate and appropriately integrate the use of educational technology to support student learning as a part of LCAP Goals. Their role in use of data will be essential in supporting the implementation of a Multi-Tiered System of Supports at each school.

ILLUMINATE/EDUCATIONAL TECHNOLOGY LEAD RESPONSIBILITIES:

- Serve as a resource to grade level and content area teachers in the use of Illuminate and educational technology
- Provide site training and assist with District training, as needed, on the use of Illuminate's tools to support the use of data to inform instructional practice
- Attend District Illuminate training
- Attend Ed Tech Committee meetings and serve as a site representative for two-way communication related the development and implementation of the Ed Tech plan.
- Support the implementation of the District Ed Tech plan on site, as it applies to the use of Illuminate or educational technology, which includes digital citizenship curriculum.

MINIMUM QUALIFICATIONS

1. Possess a Preliminary or Clear California Credential
2. Prior experience in the use of educational technology for the improvement of instructional outcomes
3. Demonstrated disposition and willingness to grow and learn in the area of educational technology
4. A high level of integrity and professionalism
5. Ability to communicate effective both orally and in writing
6. Ability to present information in a comprehensible manner to individuals, small groups, and larger groups of people.

DESIRED QUALIFICATIONS

1. Prior use of technology, assessments, and related tools in an educational setting
2. Experience in the utilization of data to inform instruction focused on successful outcomes in supporting ELL, Foster Youth and Socio-Economically Disadvantaged students

PHYSICAL REQUIREMENTS

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 stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions. While performing the duties of this job, the employee may lift and/or move up to 25 pounds of materials, etc. 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.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works indoors. The employee must be able to meet deadlines. The noise level in the work environment is usually mild to moderate.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: