

## North Monterey County Unified School District

### POSITION DESCRIPTION

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Position Title:	Educational Technology Integration Lead
Reports To:	Principal or Administrative Designee
Stipend Amount:	\$1,500/year

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**SUMMARY:** The Educational Technology Integration Teacher Leader at each site will be critical to ensure every teacher on the site understands technology tools and how to appropriately integrate the use of educational technology to deliver and support student learning as a part of the LCAP goals. Their role in providing training and support in how to develop effective, engaging lessons and related progress monitoring of student learning through the use of educational technology is essential in the delivery of high-quality instruction with a focus on continuity of learning.

#### **EDUCATIONAL TECHNOLOGY LEAD RESPONSIBILITIES:**

- Serve as a resource to grade level and content area teachers in the effective use of and integration of educational technology within the development of lessons and the delivery of instruction.
- Provide site training and assist with District training, as needed, on the use of educational technology tools and effective practices to support the delivery of instruction and progress monitoring of student learning.
- Attend District educational technology trainings
- Attend Educational Technology Committee meetings and serve as a site representative for two-way communication related the development and implementation of the Educational Technology Plan.
- Support the implementation of the District Educational Technology plan on site, as it applies to the use and integration of educational technology, which includes implementation of digital citizenship curriculum and related student and teacher “technology passport.”

#### **MINIMUM QUALIFICATIONS**

1. Possess a Preliminary or Clear California Credential
2. Prior experience in the effective use and integration of educational technology with improvement of student engagement and desired 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 effectively 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. Google classroom certification or other related certifications related to educational technology.
2. Prior use of educational technology, development of electronic assessments and the use of technology for student progress monitoring, and related learning management strategies and techniques to increase student engagement within classroom, online and/or distance learning educational setting.

3. Experience in the utilization of educational technology to adapt and inform instruction focused on successful outcomes in supporting English Language Learners, Special Education students, Homeless/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: 08/06/2020