

## North Monterey County Unified School District

### POSITION DESCRIPTION

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Position Title: **Educational Technology and Arts Integration Specialist**  
Salary: Certificated Salary Schedule  
Reports to: Curriculum and Instruction Department  
Calendar: TOSA

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#### **SUMMARY:**

The Educational Technology and Arts Integration Specialist assumes a wide range of roles to support schools and student success in the use and integration of technology and the arts into the core content. The Specialist assists in building capacity of teachers and staff to integrate technology and the arts into the classroom and serves as a leader among their peers in the implementation of the Common Core State Standards and related curriculum by providing resources and training in the use and integration of technology and the arts so that both students and teachers are successful.

**Distinguishing Characteristics:** The Educational Technology and Arts Integration Specialist is a teacher, information specialist, instructional partner, and teacher leader. The position is designed to develop curriculum and instruction that supports equitable access of information, specifically through the use of technology, for all students so they can learn and acquire knowledge and skills in relevant, real world contexts. This position also provides teachers with strategies, techniques, and model practices for integration of the arts into the classroom.

**Nature and Scope:** Educational Technology and Arts Integration Specialist is a professional, certificated staff member in charged with the district's Educational Technology Plan and Arts Integration Plan. The Educational Technology and Arts Integration specialist must assume several distinct roles, including:

- As a professional, the Educational Technology and Arts Integration Specialist should be well versed in the Common Core State Standards, 21<sup>st</sup> Century Learning skills, the Career Technical Education standards/pathways, and the Visual and Performing Arts framework and keep up-to-date on current developments in the field and support the District's mission, vision and goals.
- An instructional role, which includes both formal instruction in curriculum/instruction, integration of the arts into core content, use of media and information, use and integration of technology skills, as well as informal assistance to teachers and staff in the use and integration of technology into the classroom and the workplace.
- A consultative role, which includes active consultation with teachers as they plan instruction to ensure the incorporation of appropriate curriculum resources, media, and technology materials into daily teaching, and to recommend the inclusion of media and technology skills instruction in classroom units
- A technology role, which includes coordinating the district's Educational Technology Plan and participating in ongoing technology meeting with the I.T. department.
- An administrative role, which includes managing reviews and approvals of software and applications for the purpose of instruction in the classroom per the guidelines set forth in the Educational Technology Plan and the I.T. department.
- A service role, which includes assisting in chairing the district's Arts Integration Advisory Committee and acting as a designated liaison for partnerships related to

the Arts Integration Plan.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

### **PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. Works with the Curriculum and Instruction department to plan, organize, and promote various activities to support the implementation of the Common Core State Standards, the State curriculum frameworks with a focus on the Visual and Performing Arts framework, the Career Technical Education Standards and the 21<sup>st</sup> Century Skills Standards.
2. Develops, facilitates and provides related training for teachers to integrate curriculum content with the arts and the use of technology.
3. Assist school site staff in program development, implementation and evaluation related to effective use of technology and other supplemental open source curriculum materials for students and staff to include print, audiovisual, and electronic sources
4. Consults on curriculum development and material selection aligned with State frameworks and analyzes curriculum changes and advances in technology to meet the instructional needs of students.
5. Assists with student performance assessments and testing that require technology.
6. Acts as an advocate for appropriate curricular changes and modifications, specifically related to arts and technology integration.
7. Supports in the planning, coordinating and facilitating collaboration meetings, as appropriate
8. Acts as a instructional resource to teachers by providing additional research-based strategies and materials for use in the classroom by teacher and other staff whom deliver instruction
9. Participates in Instructional Rounds and coordinates sharing of feedback for the purposes of improving instructional practices
10. Supports and ensure full implementation of the District's adopted core program, and/or the intensive interventions programs, which include arts and technology integration.
11. Provides direct coaching support to classroom teachers on implementation of the Common Core State Standards, 21<sup>st</sup> Century Skills and integration of the arts and technology.
12. Is involved in, and knowledgeable of, the instructional delivery of adopted programs and appropriate modifications needed to serve English learner students and students needing specific special education instructional settings
13. Assist in development and coordination of written communications to and from parents of participating students who are served within the library/media center
14. Implements policies for the effective use of technology through the organization of facilities, equipment, staff assistance and as the facilitator of the site technology committee
15. Perform other non-instructional duties as assigned, according to District policies and procedures.

#### Professional Activities and Growth:

1. Maintain professional competence through participation in in-service education activities provided by the District and in self-selected professional growth activities.
2. Participate in school faculty meetings and committees.

## **QUALIFICATIONS**

### **Education:**

- Bachelor's degree from an accredited college or university.
- Valid California teaching credential authorizing service in the area of responsibility, may require specialized authorizations
- English Learner Authorization (CLAD/BCLAD) and NCLB Compliancy

### **Experience:**

- A minimum of 4 years of successful classroom teaching experience teaching working effectively with a diverse learner population
- Experience with the effective use of media and technology in the classroom
- Background and experience in arts integration
- Previous experience in curriculum development, coaching, facilitating and presenting to other classroom teachers

### **Knowledge of:**

- Language and cultural competency to effectively communicate with parents and students who are not English speakers
- Ability to understand, analyze and interpret student performance and program data
- Technology and computer software applications relative to instruction.
- Visual and Performing Arts framework and best practices.
- Effective teaching strategies to ensure differentiation of instruction
- District policies and procedures that govern program and curriculum.
- The California Standards for the Teaching Profession.

### **Ability to:**

- Accept individual differences in students and parents. Understand and be sensitive to those of culturally and linguistically diverse backgrounds.
- Demonstrate strong interpersonal skills using tact, patience and courtesy.
- Establish and maintain cooperative relationships with students, school personnel, parents, vendors, co-workers and the public.
- Communicate effectively in the English language both orally and in writing.
- Organize work, programs and activities to meet schedules, timelines and deadlines.
- Maintain accurate, up-to-date, and organized record-keeping and writes uses report-writing techniques, Maintain confidentiality regarding student records
- Work independently with appropriate direction; be reliable, self-directed, and self-motivated.
- Be creative and flexible in meeting the diverse needs of students and parents.
- Analyze situations accurately and adopt an effective course of action.
- Use initiative and judgment in discussing problems with the public and District staff, involving office practices and policies.

### **Licenses and Certificates:**

- Possession of a valid Class C California driver's license (as appropriate to the assignment).

### **DESIRABLE QUALIFICATIONS:**

- Ability to speak Spanish in addition to English

### **PHYSICAL REQUIREMENTS:**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and business machines and related equipment; vision sufficient to read printed materials, hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, climb and move in an emergency situation; physical mobility sufficient to move about the work environment (office, district), drive an automobile and respond to emergency situations; physical strength sufficient to lift 20 pounds alone and more with a two-person lift; physical stamina sufficient to sit for prolonged periods of time; physical tolerance to be exposed to dust pollen, specific agents/chemicals, cleansers, unpleasant smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

*This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management*

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works indoors and may occasionally work outdoors. The noise level 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 the duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.***

Board Approved: May 25, 2017