



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2327

FLSA: Exempt
Instructional

TEACHER ON SPECIAL ASSIGNMENT (School Curriculum / Technology Specialist)
<p>REPORTS TO: Principal Assistant Principal</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Bachelor's degree from an accredited college or university. Florida teacher certificate in an academic area. Three (3) years of classroom experience. Successful technical training or experience in instructional technology. Demonstrated working knowledge of curriculum and the alignment of technology with the district strategic plan. Demonstrated experience in providing training for adults. Must show evidence of leadership and organizational skills. Demonstrated considerable working knowledge of computer operating systems used in the school (e.g. Windows, Mac OS, Apple iOS).</p> <p>PREFERRED: Master's degree from an accredited college or university in Instructional Technology. Demonstrated experience with local area networks and district MDM system.</p>
MAJOR FUNCTION
<p>Provides leadership and expertise for technology integration in the classroom to improve student achievement. Coordinates the management of instructional and non-instructional school-technology resources. Acquires and updates skills as necessary to implement district digital resources and update district devices. Installs, troubleshoots, and maintains hardware and software. Provides professional development in the use of digital curriculum resources, district communication tools and student data management systems.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Supports and encourages schoolwide technology integration for increased classroom engagement and progress monitoring. • Collaborates with classroom teachers to design and implement lessons and units of instruction integrating technology. • Works with small groups of students to increase student engagement and enhance the instructional program through project-based learning, makerspace and collaboration spaces. • Instructs students and staff in the effective and ethical use of information technology, including digital, visual, textual, and technological literacy. • Demonstrates technology as a tool to research, access, organize, evaluate, and communicate information. • Configures teacher and student devices. • Ensures the school follows district protocols for the acquisition of school purchased software licenses or subscriptions and sharing of student data. • Maintains accurate and organized school records of technology assets including off campus devices. • Coordinates and participates in technology inventory for state and district including district technology refresh. • Assists with the planning and design of future technology infrastructure expansions as school growth demands.

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ESSENTIAL RESPONSIBILITIES (Continued)

- Monitors and acknowledges school generated tech tickets; thoroughly documents any troubleshooting steps that have been taken to resolve the issues, advances problems that cannot be resolved using school-based resources and closes tech tickets where appropriate.
- Continues professional growth and development in the area of technology. Attends ongoing training pertinent to curriculum and technology integration and network management. Keeps abreast of new developments in instructional technology. Attends district technology meetings and seminars. Attends technology conferences and seminars as appropriate.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 8/99 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 3/02/06 LMCK; REVISED MQ, MF, D&R 05/03/18 LM; BOARD APPROVED: 5/22/18

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WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

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