

## District Position Description



# AIKEN COUNTY

PUBLIC SCHOOLS

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<b>Position Title:</b>	<b>Curriculum Technology Specialist</b>
<b>Department:</b>	<b>Instructional Services Division</b>
<b>Reports To:</b>	<b>Director of Curriculum Support</b>
<b>FLSA Status:</b>	<b>Exempt</b>

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### **SUMMARY:**

Coordinates and provides instructional support to teachers and students in the use of instructional technology to assist all students with mastery of grade level academic standards.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** *Other duties may be assigned.*

- Analyzes student and program data to progress monitor effective implementation and fidelity of software program usage.
- Develops solutions and related training materials for the purpose of implementing emerging instructional technology to enhance student learning.
- Advises and provides support in the selection, implementation, and progress monitoring of current and future instructional technology.
- Plans and facilitates professional learning for certified staff on the effective use of instructional technology.
- Trains certificated and classified staff in the use of instructional and District standard software products for the purpose of improving work efficiency by enhancing the ability to use new and/or existing software.
- Provides technical and pedagogical support to teachers and administrators on effective virtual learning environments.
- Actively engages teachers in coaching cycles to improve teaching and learning.
- Conducts classroom observations and model lessons for the purpose of providing feedback and support to improve teaching and learning.
- Collaborates with community and educational vendors, publishers, and organizations to provide professional learning opportunities for teachers and administrators.
- Collaborates with teachers and school leadership to evaluate and integrate technology resources addressing curricular needs and learning goals.
- Actively participates in district-based committees to develop and implement solutions for identified needs.
- Participates in professional meetings and educational conferences.
- Actively engages in professional growth opportunities related to both pedagogy and instructional technology.
- Provides technical assistance to school staff.
- Performs other duties as may be assigned.

## **JOB SPECIFICATIONS**

### **EDUCATION and/or EXPERIENCE:**

Master's Degree and a minimum of five years of successful teaching/administrative experience.

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid South Carolina Certificate

Administrative Certification preferred

Online Teaching Endorsement preferred

### **SUPERVISORY RESPONSIBILITIES:**

Not applicable

### **LANGUAGE SKILLS:**

Ability to read, analyze and interpret professional journals, technical procedures and instructional manuals. Ability to design and write professional development plans, reports and data entry procedures. Ability to effectively present professional development/training and respond to questions from groups of educators, trainees, media, administrators and organization members.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in units of measurement, using whole numbers, common fractions, and decimals. Ability to work with mathematical concepts such as probability and statistical inference and in the display and interpretation of data. Ability to apply basic concepts of statistical analysis, fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY:**

Ability to make decisions in non-routine situations requiring good judgement. Ability to interpret and carry out instructions furnished in written, oral, diagram or schedule form. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to analyze information and use logic to address work related issues and problems.

### **OTHER SKILLS and ABILITIES:**

Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability to establish and maintain effective working relationships with students, peers, parents and community; ability to speak clear and concisely in written or oral communication.

Ability to implement a flexible work schedule to meet the reporting deadlines. Proficiency with Microsoft applications such as Excel, Word, and PowerPoint required. Ability to perform duties with a high level of detail and accuracy. Ability to self-monitor and manage multiple tasks while working individually and with members of a group.

### **PHYSICAL DEMANDS:**

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.

The employee will occasionally lift and/or move up to 10 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving required.

**WORK ENVIRONMENT:**

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.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location.

**TERMS OF EMPLOYMENT:**

210 Days

Teacher Pay Scale

*The terms of employment detailed in this job description are based on full time employment during the school year. Conditions of employment adjusted for part time employees or individuals who are hired for less than an entire school year.*

**EVALUATION:**

Performance of this job evaluated annually according to Board Policy.

**DISCLAIMER STATEMENT:**

*The information contained in this job-description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*

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