

MORENO VALLEY UNIFIED SCHOOL DISTRICT
Educational Services Division

I. Position Title

Technology Professional Development Specialist

II. Position Definition

Under the supervision of the Assistant Superintendent of Educational Services and an assigned Director of Educational Services (immediate supervisor), the Technology Professional Development Specialist will facilitate curriculum support and student achievement through effective use of technology and assist district staff in designing, implementing and coaching effective use of technology. Structured collaboration and communication between Educational Services and Information Systems will be implemented. The Technology Professional Development Specialist will assist the Assistant Superintendent with the alignment of all technology needs within the Educational Services Division.

III. Responsibilities

- Provide professional development in technology in a variety of formats, including coaching teachers.
- Provide support to individual schools and/or teachers in designing and implementing effective instruction focusing on student achievement and interventions utilizing technology.
- Assist teachers with implementation of core curriculum and content standards including the new Common Core State Standards (CCSS) and Smarter Balanced as they relate to educational technology.
- Assist with selection of textbooks, instructional materials, technology systems and software.
- Present demonstration lessons integrating technology.
- Implement peer coaching and follow-up support.
- Provide information on current research and keep apprised of current technology innovations.
- Provide professional development and assistance to program improvement schools.
- Serve as a resource or presenter for Parent Education program and trainings with an emphasis in educational technology.
- Assist with implementation of the District-wide plans.
- Assist with the implementation of district-wide assessments particularly in the use of technology based data systems.
- Assist with development and implementation of technology grants.
- Assist staff with highly effective use of data including but not limited to Interim Assessments.
- Assist with Smarter Balanced assessments.
- Facilitate the District Technology Committee.
- Other related duties as assigned by the Director of Professional Development.

IV. Qualifications

Knowledge of: techniques, direct interactive instruction, and technology integrating strategies. State assigned curricular framework, Common Core State Standards (CCSS), Smarter Balanced, and California Assessment of Student Performance and Progress (CAASPP). Knowledge of the effective use of a variety of technology devices and platforms.

Ability to: show evidence as a leader and peer coach. Demonstrate proficient oral and written communication skills. Ability to develop and provide effective presentations and trainings.

Experience/Education: BA/BS from an accredited college/university. Minimum 3 years of successful teaching experience. Valid California Credential. English Language Learner Authorization.

Preferred Qualifications: Instructional Leadership and professional development with the use of technology.

Other: Possess a valid California Driver's License and maintain possession of such license during the course of employment. Must be insurable at the standard rates and maintain such insurability during the course of employment.

**V. Working Conditions
Environment**

- Office environment at district sites.
- Demanding timelines.
- Subject to frequent interruptions and daily contact with staff and public.

Physical Abilities

- Occasional bending at the waist and stooping.
- Occasional carrying, pushing, pulling, or lifting up to 20 lbs.
- Dexterity of hands and fingers to operate standard office equipment.
- Hearing and speaking to exchange information in person and on the telephone.
- Occasional reaching overhead, above the shoulders and horizontally.
- Visual ability to read, prepare/process documents and small figures.
- Sitting and/or standing for extended periods of time.
- Mobility.

Hazards

- Extended viewing of computer monitor.
- Working with and around office equipment having moving parts.

Board Approved: 11/18/14

Completed:
Board Approved:
Revised:
Acknowledged: