

## Instructional Technology Teacher on Special Assignment (TOSA)

### Definition:

This is an itinerant teacher position (1 Instructional Technology Teacher Advisor will be assigned to two K-8 school sites) designed to support/ guide classroom teachers and site administrators in innovatively integrating meaningful, effective instructional technology with a focus on the individual needs of the site's students, teachers, and administrators.

### Example of Duties:

- Design, implement and support learning opportunities for teachers and administrators with the intention of building capacity and expertise in the use of instructional technology.
- Design, implement and support learning opportunities for English Language Learners, At-Risk Learners, and GATE Learners through technology integration.
- Plan and facilitate parent instructional technology education courses
- Design and implement professional development for K – 8 teachers in the use of instructional technology and strategies to support all students.
- Conduct demonstration lessons and assist with curriculum design and pacing. Some lessons will be videotaped.
- Assist select teachers through peer coaching, classroom observations, and peer feedback on effective instructional technology teaching strategies, lesson design and co-planning lessons in instructional technology.
- Engage in District coaching and professional development meetings to align practice with District vision for 21<sup>st</sup> Century Learning.
- Participate in District Technology Department meetings in order to provide feedback and input to District IT
- Maintain a log of professional activities
- Provide professional development training during the summer and other times outside of the standard teaching calendar.
- Adhere to and promote the BHUSD Responsible Use Policy (RUP)

### QUALIFICATIONS:

#### Knowledge of:

- 21<sup>st</sup> Century Learning skills and objectives.
- Methods of Integrating Instructional technology...including software and hardware
- Principles, theories, methods, techniques, and strategies pertaining to teaching and instruction of students and adults
- Adult Learning Theory
- Educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational technology
- Use of educational technology in accelerating the achievement of special populations of learners
- Familiarity with BHUSD Technology Plan
- Interpersonal skills such as empathy, tact, patience, and courtesy

**Ability to:**

- Model effective use of current instructional technology
- Assist District leadership in planning and organizing the implementation and continued use of instructional technology
- Communicate effectively with individuals from varied educational and cultural backgrounds
- Use interpersonal, problem-solving, and organizational skills required to effectively facilitate peer coaching and staff development
- Be flexible
- Approach challenges with divergent, innovative ideas
- Be a change agent and motivate professional colleagues
- Stay current on instructional technology best practices and research
- Meet schedules and deadlines
- Exercise confidentiality
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships
- Analyze problems and issues and develop appropriate solutions
- Understand and carry out directions with minimal supervision
- Manage multiple tasks
- Utilize technology as a means for various types of communication and record keeping

**Experience:**

- Serving at least three years as a successful K-8 teacher
- Serving on a school or district Technology Committee
- Providing integrated technology instruction in a K-8 environment

**Job/ Requirements/ Qualifications:**

- Experience: A minimum of three (3) years successful classroom teaching experience
- Education: Bachelor of Arts/ Science Degree from an accredited institution of higher learning. Additional study in a technology field and Master's Degree desirable
- Credential: Possession of a valid California Credential authorizing elementary or single subject service.

**Other Licenses, Certifications, Bonding, and/ or Testing:**

- English Learner Development Certificate
- Compliance with No Child Left Behind Requirements (Original Documents)
- Department of Homeland Security I-9 Form completion
- TB Test Clearance
- Criminal Justice Fingerprint Clearance
- Must possess a valid California Driver's License during the course of employment. MUst be insurable at standard rates and maintain such insurability during the course of employment

**Application packets should include:**

- Resume
- Letter of Intent
- Letter of Recommendation from an immediate supervisor
- Letter of Recommendation from a classroom teacher with whom the candidate has worked within the last two years
- Letter of Recommendation from a Parent with whom the candidate has worked within the last five years

**DEADLINE TO APPLY –**

If you have any questions about the position, please contact Bernadette Lucas at [blucas@bhusd.org](mailto:blucas@bhusd.org).