

Teacher on Special Assignment for Instructional Technology

Job Goals

Under the direction of the site Principal (or designee), the Instructional Technology TOSA is responsible for working directly with site instructional staff. This TOSA will be required to plan, communicate, and implement staff trainings centered on assisting teachers and students in the use of instructional technology to enhance classroom instruction. The TOSA will show the effective uses of instructional software applications, tablets, and other applicable technological equipment.

Performance Responsibilities and Duties:

- Provide demonstrations and instructional lessons for classrooms as needed.
- Provide individual support to teachers and students in the use of current technology.
- Work in collaboration with site Administration and teachers to develop a menu of training opportunities and options that meet the needs of teachers and other staff members.
- Develop and maintain a training calendar each month that represents teacher need.
- Work to stay abreast of new developments in technology hardware, software, and its applications for classroom use.
- Assist teachers and administrators with the implementation of the state's Digital Library resources, SBAC, and related assessments.
- Assist teachers and administrators with developing an understanding of SBAC system requirements and how these assessments skills can be addressed by teaching staff and students.
- Assist in the planning and implementation of instructional technology workshops and trainings to be delivered during the district's staff in-service days.

Primary Evaluator:

Site Principal (or designee) at each comprehensive high school.

Desired Qualifications:

- A variety of instructional technology strategies for the classroom.
- Interpersonal skills in relating to and understanding the needs of teachers.

Required Qualifications:

- Have a minimum of five (5) years of classroom teaching experience
- Possess a valid California teaching credential