TITLE: Teacher-on-Special-Assignment/Digital Learning Specialist

QUALIFICATIONS:
1. Four years of teaching in the district
2. Current Minnesota Teaching license
3. Demonstrated knowledge and experience with technology integration within K-12 curriculum, instruction, and assessment.
4. Evidence of high-level technology skills, application, and instructional strategies.
5. Ability to support learning and curriculum alignment, develop effective lesson, and provide embedded professional development to district staff to integrate technology into curriculum and instruction.
6. Strong communication skills and ability to work with individual and small/large groups.
7. Strong knowledge of online classroom management system (Moodle) and student management systems.
8. Ability to support growth and mentor Graduate Teaching Fellow, student teachers, and university students in field experiences.

REPORTS TO: Director of Curriculum and Instruction

Job Summary: The TOSA/Digital Learning Specialist provides support for the planning and implementation of digital teaching and learning activities in the District. Additional responsibilities include, but not limited to, the management and provision of electronic storage, as well as the organization and distribution of curricular materials in the District. The TOSA will help teachers integrate digital teaching and learning activities into classrooms, train teachers to use technology and electronic software effectively, and create training systems. The TOSA/Digital Learning Specialist serves as the liaison between TCU and Minnesota State University, Mankato (University) and facilitates the development of Professional Development Site (PDS) partnership, university students’ placements for field experiences, student teacher experiences, and Graduate Teaching Fellow.

PERFORMANCE RESPONSIBILITIES
• Model and coach innovative uses of technology-infused curriculum in the classroom.
• Assist teachers in the appropriate selection and use of instructional technology.
• Support the implementation of technology-infused curriculum and instructional strategies.
• Facilitate large and small group instructional technology professional development consistent with District and Building goals.
• Coordinate technology professional development sessions (during school, summer, etc.)
• Create learning resources for teachers and students inclusive of, but not limited to, web sites, tutorials, interactive programs, wikis, and blogs; as well as supporting teachers to develop these for students and/or parents.
• Support teachers in the use of technology and software systems in the analysis of student data for instructional decision making and Professional Learning Community process.
• Work with administration to develop, coordinate, and deliver professional learning opportunities in technology integration aligned with Technology Standards, District and Building Goals and Curriculum.
• Coordinate online teaching and learning within the District.
• Provide teachers technology integration support on an individual or team basis through coaching, modeling and/or collaborative planning.
• Assist staff in maintaining student-related databases and analytics systems.
• Coordinate University Field Placements within District.
• Supervise Teacher Candidates in Student Teaching.
• Mentor Graduate Teaching Fellow.
• Serve as Professional Development Site (PDS) liaison through District in collaboration with the Center for School-University Partnerships at University.
• Participate in professional development to perform or improve required skills.
• Perform other tasks and duties as assigned.

BOARD APPROVED: Pending 4-13-15