

**BERRYESSA UNION SCHOOL DISTRICT  
CERTIFICATED POSITION DESCRIPTION**



**JOB TITLE: SITE TECHNOLOGY LEAD**

**Job Purpose Statement/s:** Under the direction of the designated administrator, assist with the implementation of programs related directly to classroom instructional strategies utilizing technology. Focus heavily on the use of data to help improve student achievement, engage in intervention activities utilizing technology aligned to State and District identified standards. Provide services required for the assigned programs.

**Essential Job Functions:**

- Provide support to teachers and assigned students as appropriate.
- Assesses malfunctions of hardware and/or software applications for the purpose of determining appropriate actions to maintain computer and other technological operations.
- Assists teachers and site staff for the purpose of resolving classroom instructional problems with various software applications and the use of technology.
- Install computer software applications for the purpose of providing support to teachers and other school site staff.
- Inventories computer hardware, software, and other equipment, including textbooks, for the purpose of maintaining inventory.
- Provides support and guidance to promote high expectations and standards for quality teaching and learning of all students.
- Troubleshoots minor hardware/software problems.
- Identify resources needed and relay that information to the appropriate parties as needed.
- Provide training as needed to site personnel in the operation of technology equipment and software.
- Implement all aspects of the assigned program to assure compliance with the established State and Federal laws.
- Works with colleagues in a positive manner to facilitate the effective implementation of the assigned program.
- Prepares documentation related to the program requirements.
- Attends and conducts meetings relating to technology and the educational program activities including but not limited to District scheduled Site Technology Lead meetings.
- Collaborate with Technology Services to facilitate timely repair of technology equipment and serve as a conduit of communication between site and Technology Services staff when appropriate.
- Provide staff support and professional development as appropriate on the use of interim formative assessments and annual summative assessments.
- Share information regarding assessments with school site staff and Assessment Department.
- Performs other related duties as assigned.

**Job Requirements – Qualifications**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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**Education and Experience Requirements:**

- Must possess a valid California Teaching credential, including authorization to teach English learners.
- A minimum of five years of successful teaching.
- Must have experience with diverse student and community populations.
- Must have experience in and understanding of second language acquisition theory and teaching and learning in multilingual settings.

**Knowledge and Abilities:**

**KNOWLEDGE OF:**

- Principles, trends, methods, strategies, practices, and procedures pertaining to education technology.
- State and Federal educational program requirements.
- Legal mandates, applicable sections of the Education Code, District policies and regulations, laws, practices and procedures.
- Effective research-based instructional methodologies, including differentiated instruction to meet the needs of all students.
- Student behavior management strategies and techniques.
- Academic content appropriate to assigned grade level(s).
- Effective communication with children and adults.
- Methods for assessing students' academic needs.
- A variety of instructional strategies for meeting students' assessed academic needs.
- The California Common Core State Standards.
- Appropriate instructional materials that are aligned to the California Common Core State Standards
- Best practices in the teaching and learning of English Language Development.
- The analysis and use of data and other evidence to inform instructional practice.
- Effective coaching and staff development techniques for adult learners.
- The operation and use of a computer workstation, software for producing a variety of documents, and presentations.
- Strategies for working collaboratively with all stakeholders in a multicultural and multilingual setting.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record-keeping, report preparation, filing, and proofing techniques.
- Effective oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- State laws and District regulations which govern professional conduct and accountability.

**ABILITY TO:**

- Demonstrate and communicate effective research-based methodologies, including differentiated instruction to meet the needs of all students.
- Develop and implement lesson plans that are aligned to the California Common Core State Standards and are appropriate to student needs.

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- Assess student needs and design instruction to meet the identified needs.
- Establish and maintain effective working relationships and good rapport with students, site administrators, other staff members, and parents.
- Work successfully in a culturally and linguistically diverse community.
- Use district data systems to facilitate data discussions and use data to inform instruction.
- Support school leadership in fostering mutual respect of stakeholders.
- Reflect on instructional practice.
- Use technology as a tool for communication, production of a variety of documents and presentations.
- Plan, organize, schedule and perform duties to support District-level and school site-level academic goals and the sustained focus on student achievement outcomes.
- To use correct English usage, grammar, spelling, punctuation, and vocabulary in oral and written communication.
- Maintain effective working relationships with a wide variety of groups and individuals, including District administrators, employees, parents or members of the public.
- Meet schedules and timelines.
- Work confidentially with discretion.

**Working Conditions:**

**ENVIRONMENT:**

*The work environment characteristics 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.*

- Indoor
- Classroom environment
- Subject to driving to off-site locations to conduct work.

The noise in these environments is quiet to loud depending upon the activity in the particular part of the day.

**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.*

- Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents, perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

**Reports to:** Principal or designee

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**Work Year:** 183 Days

**Salary Placement:** Additional Stipend of *\$1000 annually*

**Evaluation:** Performance of this position will be evaluated in accordance with the provisions of the Board's Policy on Evaluation of Certificated Teachers

Board Approved: January 19, 2016