

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: DIGITAL LEARNING TEACHER

DEFINITION: Under the direction of the Directors of Curriculum and Special Projects, Instructional Technology, and the school Principal the Digital Learning Teacher is the instructional leader for digital learning; designs, plans, coordinates and delivers Science, Technology, Engineering and Math (STEM) content lessons in the areas of coding, robotics, modeling and computer programming with teachers and students.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following*

- Work directly with teachers and administrators to design, plan, coordinate, and deliver Science, Technology, Engineering, and Math (STEM) content lessons in the areas of coding, robotics, modeling, and computer programming to students K-8 as noted in Board approved district Technology Plan
- Curate and deliver prebuilt digital citizenship/safety lessons to elementary students on a regular basis
- Provide daily contact and support for software end users including students, teachers, and administrators
- Support, facilitate and train teachers in learning and applying new educational/curriculum software and other technology in support of school site and district goals
- Support the full and effective implementation of the adopted curriculum's instructional technology software programs through individualized feedback and demonstration lessons and site based grade level trainings
- Curate, develop, and deliver resources that support the use of achievement data to inform quality instruction
- Develop and distribute training tools, materials, and resources to staff on the use of current technology systems as needed (example: Illuminate DnA and ISI)
- Establish and maintain collaborative and supportive internal and external partnerships that support accelerated and sustained student growth using educational technology
- Perform other non-instructional duties as assigned, according to District policies and procedures
- Maintain professional competence through participation in in-service education activities provided by the District and other professional growth activities, keeping informed of best practices and trends
- Participate in district committees as appropriate
- Attend regular trainings and meetings as designated by the Director of Curriculum and Student Projects and the Director of Educational Technology
- Participate in faculty meetings and committees, as needed or assigned
- Assist in maintaining program design that has been approved by the Board of Education
- Adhere to compliance requirements for program implementation
- Train teachers in learning and applying new educational/curriculum software and other technology in support of school site and district goals

POSITION TITLE: DIGITAL LEARNING TEACHER, *Continued*

QUALIFICATIONS

Knowledge of:

- Grade level curriculum, instructional strategies and assessment
- Curriculum design, planning, development, and implementation
- Current State curricular standards
- Data analysis and utilization
- Instructional Science and Technology
- Conflict resolution, time management and organization

Ability to:

- Establish positive rapport with students, staff, parents and community
- Work effectively with students having academic or behavioral difficulties
- Set high-level goals, develop long-range plans, problem-solve
- Prioritize, organize, and multi-task
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Establish and maintain working relationships and work collaboratively with those contacted during work
- Interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively in English both orally and in writing
- Perform under demanding, often stressful situations
- Remain flexible and focused during interruptions and distractions
- Meet deadlines, schedules, and goals
- Display tact and courtesy; understand and be sensitive to cultural diversity
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions

EDUCATION AND EXPERIENCE:

- College Degree in Instructional Science and Technology or a related field
- Master's Degree is desirable
- Possession of a Valid California Teaching Credential
- Valid CA Driver's License

PHYSICAL REQUIREMENTS: Incorporated within one or more of the essential functions of the position are the essential physical requirements

- See, for purposes of working on the computer, reading materials, reports, instructions and other printed material
- Understand speech at normal levels in person or on the telephone
- Ability to communicate in English so others will be able to clearly understand a normal conversation in person or on the telephone
- Sit, stand, and walk for extended periods of time, and occasionally run
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion

POSITION TITLE: DIGITAL LEARNING TEACHER, *Continued*

PHYSICAL REQUIREMENTS, continued

- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 40 pounds and occasionally 80 pounds
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach in all directions

WORKING CONDITIONS:

Indoor/Outdoor environment, standing and walking for prolonged periods of time; office working environment subject to sitting at a desk for long periods of time, bending, crouching, kneeling, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans with Disabilities Act regarding reasonable accommodation procedures.

Board Approved: 5/24/2018