

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 2327
Instructional

FLSA: Exempt

TEACHER ON SPECIAL ASSIGNMENT
Technology Literacy Challenge Grant

MAJOR FUNCTION:

Coordinates the Technology Literacy Challenge Grant on integrating technology into the curriculum to improve student achievement, including training and assisting teachers in the use of technology in their classrooms to support student achievement and troubleshooting and maintaining the hardware and software.

DUTIES AND RESPONSIBILITIES:

- Maintains a professional development plan and engages in professional development activities
- Serves as a Curriculum Services school connector at one of the project schools
- Represents technology to support student achievement on cross functional teams
- Represents the district at state, regional, national and international conferences on educational research and effective practices in the integration of technology in curriculum
- Serves as liaison with community groups, parents, colleges and universities and other agencies
- Develops and promotes the use of integrated management systems
- Provides oversight for the development and implementation of the Technology Literacy Challenge Grant in the six selected schools and the collaborative Florida Comprehensive Assessment Test (FCAT) math project with the University of South Florida
- Provides support for the implementation and troubleshooting of hardware and software in the six project schools
- Coordinates the alignment of project goals and objectives to instructional technology plan, school-level improvement plans, Curriculum Services goals and the district's strategic directions
- Provides input from students, parents and business partners in the development of technology integration programs and improvement strategies
- Demonstrates involvement in school, classroom and community activities working toward continual improvement
- Collects, aggregates, maintains and monitors customer satisfaction data to help adjust program development, implementation and improvement
- Provides stakeholders with timely access to information and data for program improvement and student achievement
- Uses Plan, Do, Study, Act (PDSA) process to research, evaluate, design and deliver optimum assistance with departmental and division initiatives
- Maintains and monitors an information system that supports department and division goals
- Maintains, monitors and collects data for an information system that supports program development, improvement and evaluation
- Monitors and communicates trend, benchmark and comparison data in the areas of curriculum, instruction, assessment and improvement.
- Models, co-teaches and coaches teachers in the use of effective strategies for integrating technology into the classroom to improve student achievement
- Provides support and technology related materials for students and teachers
- Conducts professional training for teachers and administrators during school hours, evenings and Saturdays
- Encourages teachers' involvement, empowerment, responsibility and innovation in school improvement activities
- Recognizes contributions to program goal achievement
- Assists schools in securing appropriate technology materials
- Assists in coordinating and monitoring the project budget

TEACHER ON SPECIAL ASSIGNMENT (Technology Literacy Challenge Grant)

DUTIES AND RESPONSIBILITIES (Continued):

- Coordinates the project evaluation
- Assists teachers with creating classroom learning systems
- Systematically collects, analyzes and reports data to support decision-making in order to review and improve project action plans, timelines, processes and systems
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university. Possession of (or eligible for) a valid regular Florida teaching certificate. Three years of related professional experience

PREFERRED:

Master's degree from an accredited college or university in instructional technology. Experience as a trainer. Considerable working knowledge of computer operating systems and local area networks. Demonstrated experience in alignment of curriculum, instruction, software programs and assessment.

ISSUED: 9/97 PBL; REVISED (MF & D/R): 8/99 PBL; REVISED (TITLE CHANGE & D/R): 7/00 PBL; FORMAT REVISED: 10/04 LMCK; REVISED WC: 3/02/06 LMCK.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Teacher on Special Assignment (Technology Literacy Challenge Grant)

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				