



## Job Description

**Job Title:** Lead Technology Curriculum Integration Specialist

**Supervisor:** Executive Director, Innovation & Development

**Position Code:** 2E24, BE24

**Pay Grade:** 42s

**Job Classification:** Exempt

**Contract Length:** 245 Days

### Job Summary

Position is responsible for advancing the NNPS' Agenda by providing leadership and district direction in the development, implementation and evaluation of training, programs and initiatives which support 21<sup>st</sup> century teaching and learning. Position recommends curricula materials, monitors instruction, provides staff development, coordinates division-wide activities/events around 21<sup>st</sup> century teaching and learning and prepares/manages the instructional technology budget. Position works collaboratively with principals to provide support and leadership to school-based Technology Curriculum Integration Specialists focused on building the technology integration skills of adults.

### Essential Duties

#### Teaching and Learning

1. Provide leadership and direction in 21<sup>st</sup> century teaching and learning initiatives.
2. Evaluate and recommend curriculum and instructional materials and/or practices to promote 21<sup>st</sup> century teaching and learning.
3. Oversee the development and expansion eLearning initiatives; serve as NNPS' instructional technology liaison with the business/industry/higher education community.
4. Monitor classroom instruction and training data and make recommendations based on findings.
5. Collaborate with instructional supervisors to coordinate the delivery of services and programs for all students.
6. Evaluate the effectiveness of instructional methods/practices/programs and recommend revisions and improvements as needed.
7. Work collaboratively with others to ensure curricula coherence and alignment to support initiatives and processes.
8. Provide guidance in the selection of textbooks and other instructional resources, including technology hardware, software and equipment relative to diverse learning.
9. Assist the Human Resources Department with interviewing and recommending qualified candidates for instructional positions.
10. Represent the school division in educational projects and programs at the local, regional, state and national levels; coordinate and promote division-wide 21<sup>st</sup> learning and leading efforts, initiatives and events.
11. Prepare, administer and evaluate instructional technology budgets.
12. Communicate the alignment of instructional technology program with division initiatives to all stakeholders.
13. Perform any other related duties as assigned by the Executive Director of Innovation & Development or appropriate administrator.

#### Employee Expertise

1. Develop, implement and evaluate professional development to support instructional staff with successful and innovative strategies for classroom instruction and assessment.
2. Serve as a coach and trainer for adults in areas related to 21<sup>st</sup> century learning.
3. Keep well-informed about current trends, research and best practices to include successful participation in professional development that increases skills and proficiencies related to 21<sup>st</sup> century learning and leading.
4. Observe in classrooms on regular basis to ensure consistent implementation of the instructional program.
5. Assist teachers, specialists, supervisors and/or administrators in the improvement of instructional performance.

6. Facilitate the of professional development necessary to meet established technology integration needs, VDOE Technology Standings for Instructional Personnel (TSIP) and internet safety (iSAFE).

#### **Innovation**

1. Identify potential challenges or opportunities for improvement and take appropriate action.
2. Initiate innovative projects and/or processes to generate new learning.
3. Replicate proven programs/processes that accelerate teaching and learning.

#### **Other Duties**

1. Performs any other related duties as assigned by the Executive Director, Innovation & Development or appropriate administrator.

#### **Job Specifications**

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 accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

#### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

- Master's degree in Administration/Supervision preferred
- Postgraduate Professional License in education
- Minimum 5 years teaching experience; administrative experience preferred
- Demonstrated leadership and communication skills
- Thorough knowledge of the principles of curriculum, instruction and assessment as well as the current issues and trends in education
- Ability to effectively guide and train adult learners
- Ability to establish and maintain effective working relationships with all stakeholders

#### **Working Conditions and Physical Requirements**

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds.

#### **Work Environment**

The work environment characteristics described 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. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** School TCIS'

**Supervision Received:** Executive Director, Innovation & Development

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Lead Technology Curriculum Integration Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Executive Director, Innovation & Development or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date