Innovation Coordinator and Technology Integration Specialist

Dept/Div: Teaching and Learning  
FLSA Status: Non-Exempt

General Definition of Work
Work directly with district administrators and teachers to effectively integrate digital tools into classroom instruction, focusing on the planning, implementation and follow-up training using the latest instructional digital tools (hardware and software) that maximize student learning across all content areas. Manage the collection, development and dissemination of innovative ideas. Share ideas on a regular basis to collaborate and expand innovation at a district wide level.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

INNOVATION COORDINATOR (50%)
Research, develop and implement an innovation program that will allow District 911 to achieve its mission as “The leader in innovative education…”

Ability to develop and lead committees, participate and collaborate in partnerships with key stakeholders in regards to the development of an innovation program.

Develop a process and template for submitting proposals to the Innovation Committee for evaluation, grant awarding and project fidelity related to the innovation program.

Provide examples of approved innovation from within the district to other district employees and community members.

Work closely with district and building level PLCs to facilitate the development and implementation of effective innovative pedagogical practices.

Collaborate with the Director of Teaching and Learning and the Technology Coordinator in regards to evaluating innovative pedagogical practices and further implementing successful practices throughout the district during professional development in-services.

Develop partnerships with Community Education, area colleges and other community resources in order to provide classes on innovation and collaboration to the community.

Share innovative successes with others outside the district by presenting at various conferences and in-services.

Provide support during all aspects of the innovation process from pilot/grant award stage to expanded district implementation of successful innovative pedagogical practices.

Manage the innovation program budget.

Research, pursue, share, promote and participate in outside grant writing opportunities for District 911 to increase its Innovation Program funding.

TECHNOLOGY INTEGRATION SPECIALIST (50%)
Collaborate with the Superintendent, Cabinet, Teaching and Learning Department, Technology Department, administrators, program directors and media specialists to provide the highest level of service and support using digital tools to maximize instructional delivery.
Design, plan, implement, support and evaluate technology-integrated projects with teachers, administration, Teaching and Learning and Technology Departments that promotes and develops a greater understanding and implementation of the SAMR and TPaCK models.

Provide job-embedded, after school and extended calendar professional development to support teachers in the integration of digital tools at the individual classroom level as it relates to curriculum, instruction and assessment.

Provide support and professional development with new instructional software/hardware and district technology initiatives.

Assist as needed with the troubleshooting of technology issues related to instructional delivery.

Research innovative use of digital tools to enhance student engagement at high levels of cognition.

Assist teachers in the appropriate selection and use of instructional technology in the classroom.

Assist teachers in planning for the use and infusion of technology in the instructional program.

Facilitate professional development for technology-infused curricula.

Read, disseminate and model current best practice information to staff.

Facilitate communication regarding curriculum, instruction, assessment and technology infusion.

Work closely with staff to develop innovative technology solutions for instructional delivery and assessments.

Facilitate data-driven decision making to determine classroom instructional needs.

Support and participate in PLCs with a focus on the development of goals, differentiated lessons and assessment measures while integrating technology.

Assist in the process for developing blended hybrid and online learning courses.

Participate in the design, planning, implementation and training of all online learning projects.

Participate in required training related to this position.

Attend building and district technology related meetings as needed.

Attend and present at local and national technology conferences and events.

All other duties as assigned by the Director of Teaching and Learning, Technology Coordinator or the building principal.

**Knowledge, Skills and Abilities**

Understanding, passion and experience in implementing innovative learning environments, in-depth knowledge of a variety of technologies (SMART technologies, iPods, iPads, Chromebooks, GAFE, Moodle, etc.) with evidence of previous training experience, demonstrated successful technology leadership and training responsibilities, demonstrated successful experience of effective practices for teaching and learning, demonstrated success working with peers or other adults in leadership or training roles, understanding of adult learning styles and past history of teaching technology skills to adults. Demonstrated organizational and management abilities, working knowledge of a variety of hardware and software (iOS, Skyward, iObservation, Google Drive, Moodle, etc.).
Education and Experience
Current Minnesota teaching license, minimum of five years successful classroom experience.

Physical Requirements
This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: 12/08/2014