

SECTION I: GENERAL INFORMATION

Position Title: Digital Learning Specialist	Department: Educational Services
Immediate Supervisor's Position Title: Manager of Instructional Technology	FLSA Status: Exempt 215 days
	Bargaining Unit: EREA
Job Summary: The Digital Learning Specialist is responsible for providing district-wide leadership in planning, evaluating, facilitating, and embedding the integration of current and emerging technology in instruction to assist schools with enhancing content learning while strengthening and broadening the 21 st -Century technology skills of students, teachers and other staff.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility:
		Lead staff development for teachers in the areas of classroom technology integration.
Tasks involved in fulfilling above duty/responsibility: • Plan, organize and implement staff development for teachers, administrators, and other staff members. • Create web-based learning resources for teachers, staff, and students. • Establish evaluation guidelines to assess technology skills of teachers and staff. • Collaborate with curriculum content vendors to select appropriate training resources. • Collaborate with Library Media Specialists, curriculum specialists, building administrators and building technology teams to integrate instructional technology into school curriculum. • Assist classroom teachers in planning, implementation and assessment of instructional media and technology integration. • Be knowledgeable about the curriculum in all subject areas. • Train teachers to use a variety of technology applications, integrated into their curriculum. • Guide teachers to create learning resources for their classes, providing support as needed. • Model and co-teach lessons that reflect effective technology integration strategies • Provide on-site instructional support, team teaching with teachers as needed. • Mentor teachers as needed to assure that technology integration is meeting identified district goals. • Instruct teachers as they assess technology skills levels of students. • Be knowledgeable in the implementation and design of hybrid and blended learning environments.		

Duty/Responsibility No:	2	Statement of duty/responsibility:
		Apply and model knowledge of educational technology and integration into the curriculum.
Tasks involved in fulfilling above duty/responsibility: • Explore and understand applications and implications of the wide variety of educational technology including but not limited to artificial intelligence, word processing, spreadsheet, presentation, digital video and audio editing, image processing, Google Apps, Learning Management Systems and electronic grade book features. • Ensure innovation focused on an awareness of digital age learning. • Ensure legal and ethical use of technology. • Identify trends in software, curriculum, teaching strategies and other educational areas of technology.		

- Be aware of adaptive technology and its use to meet the differentiation needs of diverse learners.

Duty/Responsibility No:	4	Statement of duty/responsibility:
		Provide leadership in selection and use of technology tools in the classroom.
Tasks involved in fulfilling above duty/responsibility: • Set up and maintain a variety of technology tools. • Test and troubleshoot hardware and software, perform maintenance and/or make arrangements for necessary repairs. • Consult with building technology teams for computer resources, including hardware, software, learning resources, and training needs. • Assist in teaching staff and students the proper operation, care, and maintenance of technology equipment. • Consult on the technology budget for computer hardware and software resources. • Recommend, select and purchase technology hardware and software to meet curricular needs. • Collaborate with building and district level technical support for effective technology implementation.		

Duty/Responsibility No:	5	Statement of duty/responsibility:
		Provides guidance and direction for the implementation, monitoring and adjustment of technology integration best practices.
Tasks involved in fulfilling above duty/responsibility: • Provide guidance and support for the 1:1 deployment. • Provides training and support to Technology Mentors and Media Specialists. • Provide leadership to continuously improve the organization through effective use of information and technology resources. • Seek grants for the district and individual schools. • Promote, support, and model creative and innovative thinking in the use of digital tools and resources. • Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation. • Communicate relevant information and ideas effectively to students, parents, peers, and community members using a variety of digital-age media and formats. • Present to the School Board, District Administration, Cabinet and Teaching and Learning Team on district technology goals and progress. • Collaborate with building and district level technical support for effective technology implementation • System level technology training for all employees • Write, implement, and evaluate grant programs for educational technology. • Participate in shared decision making and community building within the school district and other organizations, demonstrating a vision of technology infusion and developing the leadership and technology skills of others. • Promote and participate in local, national, and global learning communities • Engage in a process to develop, implement, and communicate the role of technology in a strategic plan. • Advocate on a local, state, and national level for policies, programs, and funding for technology integration. • Design a process for evaluating the effective use of technology integration.		

Duty/Responsibility No:	6	Statement of duty/responsibility:
		Engages in personal development to maintain current awareness and knowledge of trends and initiatives for innovative technology integration.
Tasks involved in fulfilling above duty/responsibility: • Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate and use information. • Use digital-age communication and collaboration tools to engage with colleagues and seek opportunities for other teachers and students to participate. • Participate in local and global learning communities to explore creative applications of technology to improve student learning.		

- Stay abreast of educational research and emerging trends in effective technology use.
- Expand knowledge of innovative technology applications, their effective use and integration and potential to improve student learning.
-

Duty/Responsibility No:	7	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Tasks involved in fulfilling above duty/responsibility: •		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Preferred Masters Degree	
High school diploma or GED		Major field of study or degree emphasis:	
1 year college		2 years college	Instructional Technology
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: Strong understanding of educational and instructional technology integration	
2nd year graduate level			
Doctorate level			
Required Work Experience in Addition to Formal Education/Training: 3 – 5 years teaching experience. Demonstrated experience providing staff development preferred			
Required Supervisory Experience: n/a			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Minnesota teaching License	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
	- Understanding of key learning theories and methods of instruction and their relation to technology integration. - Facilitation skills with adult learners, both individually and in groups. - Effective communicate and collaboration skills. - Knowledge of curriculum and instruction in many content areas. - Technology skills with computer software and hardware. - Strong background in the use of Google Applications - Masters Degree with emphasis in Technology Education - Minimum of 5 years teaching experience - Google Certification preferred - Teaching or training in a 1:1 learning environment - Experience with learning management systems such as Schoology - Classroom integration and best practices using Chromebooks and iPads - Designing and implementing online and hybrid staff development - Understanding of technology integration models of learning - Application of ISTE national standards in curriculum and instruction - Personal Digital Portfolio or web presence illustrating evidence of technology and curriculum applications.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees

1		
2		
3		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

HAZARDOUS WORKING CONDITIONS:

The essential duties of the work are performed under various physical hazards or environmental conditions noted.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

Physical requirements associated with the position can be best summarized as follows:

Teaching position requiring standing, walking, leaning. May also be required to climb to clean projectors, bend and crawl to access network or power plugs for computers and other equipment.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.	
Department Head's Signature	Date
Human Resources Signature	Date
Classification History: Date classification was last reviewed and actions taken, if any:	
Date Board Adopted:	