



Southeast Service Cooperative ANNOUNCEMENT OF POSITION OPENING

POSITION TITLE: Regional Instructional Technology Specialist DATE OF OPENING: March 29, 2013

APPLICATIONS DUE: Monday, April 15, 2013

EMPLOYMENT BEGINS: As soon as possible

JOB SUMMARY – This individual will be responsible for planning, implementing, and supporting the effective integration of technology into the curriculum of contracted school districts in southeast Minnesota. Duties will include providing assessing local and regional needs, developing and delivering professional development, coaching and supporting teachers as they integrate technology in the classroom, and facilitating a regional technology integrationist network. Travel to each participating site will be required. This is a full-time, 12-month position, but we may consider part-time or job-share opportunities. Specialized services may include any or all of the following:

1. **Needs Assessment and Planning:** Works with assigned districts to complete a comprehensive needs assessment to collect baseline data and determine curriculum and instructional technology and professional development needs and develop a plan of action to achieve integration. Guides and supports district leaders in their efforts to monitor progress toward identified instructional technology goals.
2. **Facilitating Teaching and Learning:** Coaches classroom teachers during the planning, implementation, and assessment of instructional media and instructional technology. Guides teachers in the design of engaging lessons and units of study that integrate technology into core academics, providing support as needed. Models effective teaching strategies and best practices in the classroom and provides non-evaluative feedback based on classroom observations. Provides support related to adaptive technology and its use to meet the differentiation needs of diverse learners. Provides advisory service to administrators, technology management staff, and educators regarding application of new technologies.
3. **Professional Development Service Design and Delivery:** Designs, develops, and delivers job-embedded professional development related to the integration of educational technologies and best practices for using technology to enhance instruction, meet curriculum standards, and improve student achievement. This includes presentations to various audience sizes (individuals, small groups, large groups) and via multiple modes of delivery (face-to-face, blended, distance) on both a regional level and within assigned districts. Creates and collects learning resources for educators in an online repository. Coordinates regional workshops and training opportunities that support the integration of technology into the curriculum, including the development of a hands-on summer event.
4. **Regional Support and Development:** Provides technology support for SSC staff, including training, planning, implementation, and technical assistance. Participates in regional, state, and national Technology Integration cohorts and networks. Assists in grant writing to fund instructional technology. Participates in planning meetings and training activities with other SSC staff, other Service Cooperatives, and organizations with whom SSC has affiliations. Maintains skills and expertise in instructional technology, professional development, state and national standards, assessments, data analysis, planning, and facilitation.

Frequent travel to districts in southeast Minnesota will be required.

Qualifications and Skills required for this position: This position requires a Bachelor's Degree in education, technology, computer science, library/media, and/or a related field. Must possess a valid Minnesota teacher's license, or valid licensure from out-of-state. A minimum of three years of successful full-time experience as a classroom teacher preferred. Two years professional development experience educating teachers or other adults in the integration of technology for instruction and productivity using all of the following modes: modeling, one-on-one, small group, or large group preferred. A minimum of two years experience delivering and integrating technology in instructional programs for Pre K – 12 students

preferred. Experience conducting learning in integrated and/or blended environments is preferred in combination with the following specific knowledge, experience, and skills:

- Knowledge of state and national technology standards and understanding of standards-based instruction and assessment.
- Knowledge of current educational research in the use of technology to enhance instruction, learning styles, teaching techniques and student engagement and the ability to quickly acquire new knowledge regarding technology.
- Demonstrated success in coaching classroom teachers and modeling effective use of various instructional technologies (e.g. Moodle, iPads, Google Apps, etc.).
- Ability to coordinate, develop and deliver professional development to adult learners using best practices and research-based strategies.
- Ability to work independently and prioritize tasks while working on multiple projects simultaneously.
- Ability to effectively present information in a variety of formats and settings, including one-to-one, group training, online forums, classroom demonstration, etc.
- Understanding of the challenges faced by classroom teachers and strategies to address these challenges and solve problems collaboratively.
- Strong organizational, communication, and interpersonal skills.
- Ability to synthesize and distribute information.

Physical requirements: Able to lift and carry light loads (up to approximately 20 lbs); able to sit for extended period of time and work at a computer and/or desk. A valid Minnesota driver's license with a good driving record and ability to travel to meetings, mostly in southeast Minnesota but also to other locations.

REPORTS TO: Executive Director

COMPENSATION: Commensurate with industry standards and local market, based primarily on experience and training and within Southeast Service Cooperative wage guidelines. Details provided if interviewed.

APPLICATION: Go to www.ssc.coop to complete the online application and to submit your resume and any materials that may support your related experience and expertise.

***Southeast Service Cooperative is an Equal Employment Opportunity Employer.
Learn about SSC at www.ssc.coop***