

Jordan School District
LICENSED JOB DESCRIPTION

Job Title: Digital Learning Specialist (340)

Department / Location: Teaching and Learning FLSA Classification: Exempt

Supervisor's Title: Administrator, Digital Teaching and Learning Contract: 207 Days

Department Approval: Shelley A. Ordick Date: July 16, 2019

Administrator Review: [Signature] Date: July 8, 2019

ADA Review: Janelle Master Date: 7-10-19

Human Resource Approval: [Signature] Date: 7-9-19

Superintendent Approval: _____ Date: _____

Original date: 07/19 Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

This position is grant funded and is considered a temporary, year-to-year position.

Under the direction of the Administrator of Digital Teaching and Learning, the **Digital Learning Specialist** provides leadership, support, expertise and direction in the assigned area(s)/program. The Digital Learning Specialist facilitates the development, implementation and evaluation of goals, strategies, support materials and professional development in the assigned area(s)/program.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Effectively communicate a clear purpose and direction in support of the District Digital Teaching and Learning program.
- Provide leadership for systemic program development, implementation and evaluation within and across District and schools.
- Align assigned programs and duties to District, state, team and school goals.
- Promote, support, develop and facilitate the use of the STEM and Digital Learning Center.
- Use technology as a tool for instruction, assessment, engagement and support for teacher and student learning.
- Collect and analyze program data to support the planning, implementation and evaluation of digital learning.
- Design appropriate teacher professional development to enhance knowledge and use of District supported programs and tools.
- Develop and maintain confidential, positive, collegial relationships with colleagues.
- Understand, instruct and guide teachers to use the ISTE Standards in classroom applications.
- Encourage and support teachers in innovation and continuous professional learning by modeling expectations and identifying appropriate opportunities.
- Understand and instruct models of technology instruction and blended learning.
- Introduce teachers to key technology tools and strategies for engaging students and increasing student learning.
- Develop and model instructional routines and procedures to effectively manage student technology use.
- Take part in coaching of blended learning and instruction.
- Participate in appropriate education evaluation procedures and per State and District Guideline in accordance with DP311-Evaluation of Licensed Personnel.
- Required to travel to District schools or other locations using own transportation.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.,
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in meetings as required.
- Follow District procurement guidelines with administrative approval.

- Understand and adhere to all District policies and complete required policy reviews and District guidelines.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information in compliance with District, State and Federal policies.
- Adhere to contract time. Requires daily attendance to assigned work location.
- Other duties and responsibilities as assigned by supervisor/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Requires a current USBE teaching license.
- Requires knowledge of and demonstrated ability to use District-supported technology programs and tools.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah. Must be able to provide own transportation.
- Requires an Ed Tech Endorsement or successful completion within 2 years of hire.
- Requires professionalism and demonstrated skills in leading, mentoring and coaching.
- Requires excellent communication skills in listening, speaking, writing, and presenting.,
- Demonstrated knowledge of high impact instructional practices.
- Ability to use technology to enhance teaching and learning.
- Demonstrated organization and prioritization skills for completing projects and assigned tasks.
- Requires effective interpersonal and collaboration skills for working effectively with individuals and groups at all levels within the District.
- Demonstrated ability to effectively articulate a common instructional focus, promote initiatives and convey expectations.
- Requires a commitment to support the growth of others and the belief that adult learning is essential to student learning.
- Broad knowledge of content, instruction and assessment with the ability to facilitate adult learning, coach peers and utilize data for improvement.
- Knowledge of Utah Standards and characteristics of effective instruction.
- Fulfill the employee immunization requirements or complete the applicable health department exemption form if required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch, the employee is occasionally required to use hands to handle or feel and may be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. May be required to occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*