

OXNARD UNION HIGH SCHOOL DISTRICT

EDUCATIONAL TECHNOLOGY RESOURCE TEACHER

BRIEF DESCRIPTION OF POSITION

The Educational Technology Resource Teacher plans, implements, and evaluates the effective use of instructional software, information management software, and related technology. These responsibilities shall be exercised under the immediate supervision of the Assistant Superintendent of Educational Services.

MAJOR DUTIES AND RESPONSIBILITIES:

- a. Ensures that instructional software is effectively implemented and operated with demonstrable academic benefits for student standards mastery.
- b. Offers expert assistance to district and site administration and personnel in the use of data management and assessment report programs such as Access, Excel, or API data management.
- c. Plans, organizes and presents workshops on the effective use of selected software and technology at school sites and on a district-wide basis.
- d. Organizes and facilitates committees to evaluate software and hardware; disseminates reports and information as appropriate.
- e. Oversees district level internet informational and educational services such as the OUHSD website or remedial instructional supplemental services as provided by the Migrant Internet Learning Links program.
- f. Provides support that will enhance student achievement and motivation through the integration of technology into the district's curriculum.

OTHER DUTIES AND RESPONSIBILITIES:

- a. Provides periodic reports regarding the Educational Technology Program, as requested to the Business Manager.
- b. Reviews and facilitates the procurement of equipment to be used in technology projects.
- c. Seeks additional funding for technology by identifying, preparing, and submitting requests for grants.
- d. Performs other tasks and assume responsibilities as may be assigned by proper authority.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print and for depth perception; use hands and fingers to perform tasks; speak clearly and hear well enough to communicate effectively.

REQUIREMENTS:

WORK YEAR: Teacher's work year plus up to 10 days as approved by the Assistant Superintendent of Educational Services.

CREDENTIAL: Current valid secondary teaching credential

EDUCATION: BA Degree

EXPERIENCE: Three years of successful teaching; demonstrated competence in one or more fields of educational technology.

SALARY: Teachers' schedule; Categorically Funded