



NASHOBA

Regional School District

6/16/2017

Anticipated Vacancy 2017 - 2018 Academic Year

Position: Instructional Technology Specialist

Department/Location: Hale Middle School

Pay: Paid in accordance with CBA bargained scale for 185 days

Organizational Scope:

Reporting directly to the Building Principal and Department Head where applicable with indirect report to the Superintendent as the appointing authority.

Position Responsibilities:

- Teaches and assesses technology standards to students, using the course of study adopted by Nashoba Regional School District and the DESE.
- Acts as first line responder to building based technology issues.
- Advises the building administration and staff on current and future trends in technology education and its use to foster growth in student achievement.
- Facilitates implementation of technology use for all staff members.
- Develops lesson plans, assessments and instructional materials that provide individualized and small group instruction in order to adapt curriculum to the needs of each student.
- Collaborates with the Coordinator of Technology and Media and school/district instructional technology and library media specialists to support the alignment of curriculum materials and resources.
- Establishes and maintains standards of student behavior needed to achieve a supportive learning environment in the classroom.
- Evaluates students' academic and social growth, keeps appropriate records, and prepares standard based progress reports.
- Communicates with parents through conferences and other means to discuss student's progress and interpret the school program.
- Identifies student needs and cooperates with other professional staff members in assessing and helping students address health, attitude, and learning issues.
- Creates an effective environment for learning through functional and engaging displays, bulletin boards, and interest centers.
- Maintains professional competence through in-service education activities provided by the district and self-selected professional growth activities.
- Maintains required inventory records
- Participates in curriculum development programs as required.

- Provides technology staff development on an ongoing basis within the building and assists throughout the district.
- Participates in faculty committees and the sponsorship of student activities.
- Supervises students in out-of-classroom activities as assigned during the working day.
- Supports data collection and analysis in accordance with district testing program.
- Other duties as assigned.

Job Qualifications & Physical Demands:

Must be highly qualified by DESE licensure standards. Must have excellent communication and interpersonal skills and possess a high level of capability with technology.

Must be able to assist in the protection of students and school property, assist the principal in fire and other emergency drills as required by law and School Committee policy.

To Apply: Apply through SchoolSpring. See link to Schoolspring on the NRSD website: www.nrsd.net “Employment Opportunities”.

Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.