

## Litchfield School District - SAU 27

<b>POSITION TITLE: Digital Learning Specialist / Technology Integrator</b>	
<b>Job Description Approved By: <i>Litchfield School Board</i></b>	<b>Date: <i>4/21/2021</i></b>
<b>General Purpose:</b>	The Digital Learning Specialist assists teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students. Digital Learning Specialists conduct needs assessments, develop technology-related professional learning programs and evaluate the impact on instructional practice and student learning.
<b>Reports to:</b>	School Principal and Director of Technology

### POSITION DUTIES AND RESPONSIBILITIES:

#### Designer

Develops and implements innovative and applicable professional development for staff, develops and implements integrated curriculum lessons for students, continues to deepen knowledge and expertise with technological concepts and pedagogy

#### Digital Citizen

Coaches and models responsible and safe participation in the digital world for staff and students

#### Collaborative Coach

Collaborates with administrators and teachers to use technology effectively with differentiation, rigor, and relevance, lead and foster a culture of collaboration, teamwork and trust model, and deliver differentiated professional learning

#### Visionary Leader

Inspires and participates in the development and implementation of a shared vision for the comprehensive integration of technology to promote excellence and support transformational change throughout the instructional environment

Performing other tasks and assume other responsibilities as may be assigned by the Principal and or Director of Technology.

**Evaluation:** The Director of Technology will complete Evaluation annually. Evaluation will be based on performance to goals and job description.

### TERMS OF EMPLOYMENT:

186 days plus ten extra days

### MINIMUM QUALIFICATIONS:

1. Three years of successful classroom teaching experience
2. Experience or academic preparation in computer sciences/technology
3. Bachelor's degree

4. Good interpersonal skills necessary for extensive interaction with school staff
5. Ability to communicate needs in non-technical language and in a clear and understandable fashion.
6. Excellent organizational skills with the ability to work on multiple projects and/or assignments simultaneously.
7. Ability to assist others in use of curriculum-based tools and administrative systems.
8. Excellent written and verbal communication skills.
9. Ability to work with all stakeholders in a collaborative and effective manner
10. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

NH Department of Education Certification or eligibility as a Digital Learning Specialist.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required.
2. Lift 11 to 25 lbs:	Occasionally required.
3. Lift 25 to 50 lbs:	Occasionally required.
4. Lift over 50 lbs:	Rarely required.
5. Carry up to 10 lbs:	Frequently required.
6. Carry 11 to 25 lbs:	Occasionally required.
7. Carry 26 to 50 lbs:	Occasionally required. Assistance may be available.
8. Carry over 50 lbs:	Rarely required. Assistance may be available.
9. Reach above shoulder height:	Occasionally required.
10. Reach at shoulder height:	Frequently required.
11. Reach below shoulder height:	Frequently required.
12. Push/Pull:	Occasionally required.

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Frequently required
5. Controls and Equipment:	Office equipment, computer, keyboard, mouse, printer, cable/electric test equipment, small hand tools, copier, calculator, adding machine, telephone, two-way radio, FAX machine, and motor vehicle.

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Occasionally required
5. Kneeling:	Rarely required
6. Crouching:	Rarely required
7. Climbing:	Frequently required
8. Balancing:	Rarely required

**Work Surface(s):**

Standard office desk and chair. Carpet, tile and concrete floors. Stairs. Motor vehicle.

**During the Work Day, Employee is Required to:**

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8		1	<u>2</u>	3	4	5	6	7	8

Work Performed:      Inside: 100%  
                                    Outside: 0%

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving information, instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Smelling necessary for doing job effectively and correctly

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, vendors, and the community.

**Summary of Occupational Exposures:**

Office environment, classroom environment.

**Other Considerations and Requirements:**

This position requires employees to be able to work on multiple tasks simultaneously. Employee is typically able to work at his/her own pace. This position requires the use of personal vehicles to travel between schools on a regular basis. Mileage reimbursement is provided.

Applicants will be subjected to a criminal background check required by state law. Employees must complete and successfully pass a criminal background check to enable bonding by the district's liability insurance carrier.