



DAVID DOUGLAS SCHOOL DISTRICT #40
JOB DESCRIPTION
Licensed

JOB TITLE: TOSA - Online Curriculum Integration Coordinator

Reports to: The Director of Curriculum and Instruction

Job Purpose Statement/s: The job of Online Curriculum Integration Coordinator will be to focus on the management and implementation of online K-12 curriculum. The coordinator will also support the use of electronic devices. The Online Curriculum Integration Coordinator will have a strong background in coaching, leading professional learning, knowledge of Common Core State Standards and research-based instructional practices.

Essential Job Functions:

- **Communicate** with teachers, students, and administrators process and procedures for accessing online curriculum.
- **Coach/consult** with teachers to support the management and implementation of online curriculum.
- **Collaborate** with teachers on integration of instructional technology (e.g. Google Classroom).
- **Participate** in Curriculum Team Meetings and work groups. Coordinate and plan with all departments and Teachers on Special Assignment.
- **Learn** various content areas and associated adoptions.
- **Coordinate** technology and curriculum trainings with administrators and teachers.
- **Monitor** the use of integrated technology to ensure that resources and activities enhance rigorous academic content and support the district's mission.
- **Respond** to inquiries from staff concerning curriculum and technology integration.
- **Investigate and disseminate** information on best practices for technology integration and sources of information on trends, research and applications related to technology.
- **Collaborate** with building principals in addressing building instructional needs, including training when needed regarding the integration of technology.
- **Serve** as a consultant to building administrators and staff.
- **Collaborate** with Instructional Technology (IT) Department to provide a bridge between curriculum and IT operations.
- **Manage** digital curriculum platforms (e.g. curriculum maps, curriculum website, curriculum content in Digital Storefront, etc.).

Other Job Functions:

- **Perform** other duties as assigned.

Job Requirements - Qualifications:

- **Experience Preferred:** Minimum of three years successful teaching experience at the secondary level and mentoring/coaching experience. Prior job related experience in 1:1 classrooms.
- **Skills, Knowledge and/or Abilities Required:**

Ability to effectively work with teachers and administrators through modeling lessons and classroom coaching and mentoring.

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Skills:

Knowledge of information technology devices, audiovisual equipment, basic computer operation and software. Ability to learn various computer operations required for management of student information and integration of online curriculum in classroom instruction.

Knowledge of Common Core State Standards, technology integration, best practices of 1:1 integration, researched-based coaching strategies, state education code and district policies.

Self-directed to organize, plan, meet deadlines, and initiate contacts and programs related to curriculum and instruction.

Excellent communication (written and verbal) and time management skills.

Ability to maintain and establish effective, professional relationships and work harmoniously with others.

Abilities to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with, parents, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying, reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception/accommodation/field of vision.

Education Required: Master's Degree preferred, will accept Bachelor's degree with evidence of continued learning

Licenses, Bonding and/or Testing Required: Appropriate State license and Criminal Justice fingerprint clearance.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

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Other: First aid card and cardiopulmonary resuscitation certificate.

Terms of Employment: Salary and work year according to the current contract and school calendar with up to five extra duty days as needed

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.