



Curriculum Technology Integration Coordinator (TOSA)

Department: Teaching & Learning/Technology

Classification: Non-Classified or TOSA based
on administrative discretion

Supervisor: Director of Teaching & Learning/Director of
Technology & Transportation

Duty Year: 186 days plus additional days
based on mutual agreement

Status: Non-Exempt

Position Overview & Responsibilities

Facilitate the integration of technology into curriculum and instructional practices district-wide, provide staff development, leadership and support for the staff.

Technology Integration Leadership

- Work in concert with the district's Technology and Teaching & Learning staff to provide support for teachers.
- Facilitate and provide leadership for the building media and technology integration specialists.
- Serve as a member of the district's staff development, technology, and curriculum committees.
- Research, evaluate, and implement new and emerging technologies to improve classroom instruction and learning.
- Communicate and support curriculum technology integration initiatives to all stakeholders.

Staff Development

- Plan, facilitate, and conduct trainings focused on best practices utilizing technology to improve curriculum and instruction in the classroom.
- Promote and support professional development allowing teachers to collaborate with their peers to develop technology enhanced lessons.

Curriculum Technology Integration

- Work closely with curriculum committees and coordinator to provide support for online resources as new curriculum is adopted during program review and improvement cycles.
- Support the integration of technology at the individual classroom level as it relates to curriculum, instruction, and assessment.
- Provide leadership for the review, evaluation, and implementation of instructional hardware and software.

Other Duties

- Attend meetings, workshops, and training sessions as directed by supervisors.



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- Duties as assigned by the Director of Teaching & Learning, Director of Technology & Transportation, or Superintendent.

Requirements & Qualifications

Master's degree in education, Minnesota teaching license, and five or more years of teaching experience required. Knowledge of current Minnesota and Federal requirements. Adept with curriculum and programming evaluation. Proficiency in training and leading adult learners.

Essential Functions & Skills

This position requires an ability to work independently under the direction of the Director of Teaching & Learning and the Director of Technology & Transportation and with several buildings and departments.

- Ability to maintain confidentiality and professionalism.
- Ability to work effectively in teams and function collaboratively across departments internally and with external partners.
- Ability to multitask and prioritize workload.
- Ability to follow written and verbal directions.
- Strong communication and technological skills.
- Strong organizational, task management, and time management skills.

Equal Employment Opportunity Employer

The St. Michael-Albertville School District is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status or veteran status.