



## **CERTIFICATED RESOURCE TEACHER - CAREER TECHNICAL EDUCATION**

### **MEDIA, INFORMATION COMMUNICATION AND TECHNOLOGY**

**May 24, 2016**

#### **JOB SUMMARY**

Under the direction of the Assistant Superintendent of Educational Services, assists in planning, developing, and coordinating curriculum to support classroom teachers; supports the implementation of state standards and teacher training; serves as peer coach; assists in plan development and resource development.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, coordinates, supports and implements the integration of technology, pedagogy, and content knowledge into the curriculum
- Assists with the development and/or selection of curricula
- Models lessons and provides peer coaching
- Supports principals and teachers with curriculum mapping
- Assist with organization and development of district core curriculum maps
- Provides support to teachers to differentiate students' academic needs (enrichment, below grade level, etc.)
- Provides instructional duties to both teachers and students covering Media, Arts & Entertainment
- Provides instructional duties to both teachers and students covering Information and Communication Technologies (Literacy/Internet safety)
- Serves on curriculum related committees
- Assists with extended curriculum support as needed
- Other related duties as assigned

#### **QUALIFICATIONS**

##### **Knowledge of:**

- In-depth knowledge of curriculum and instruction, state standards and frameworks
- Curriculum development
- Technology as a tool to enhance learning
- Second language acquisition
- Modern office methods, equipment and procedures
- District operations, policies, rules and regulations

##### **Ability to:**

- Be a self-motivated, self-directed learner, collaborative team player, constructive thinker and problem-solver
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little direction

- Demonstrate interpersonal skills using tact, patience and courtesy
- Present professional development
- Maintain regular and consistent attendance

**Education, Licenses and Other Requirements:**

- Bachelors Degree
- California CTE credential authorizing service in media, arts, entertainment, technology
- CLAD certification

**Experience:**

- 5 years of successful teaching experience
- Technology, pedagogy, and content knowledge experience that demonstrates knowledge and skills outlined above

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The position requires frequent district wide travel. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**OTHER:**

- Possession of an appropriate, valid California driver's license and employee-provided transportation required.

Approved: