

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**TOSA – School Improvement Technology Integration**

**IMMEDIATE SUPERVISOR**      Executive Director of School Improvement

**GENERAL DUTIES**      Assists School Improvement Team to provide school support and training in technology integration.

**ESSENTIAL REQUIREMENTS**

- A. B.A. required, M.A. preferred
- B. Minimum of three years of successful classroom teaching experience, plus a minimum of one year of leadership experience as a department chairperson, team leader, curriculum coordinator, or technology facilitator
- C. Excellent written and oral communication skills and the ability to work positively and cooperatively with others
- D. Ability to use computer hardware and software appropriate to responsibility
- E. Knowledge of and experience with integrating technology into instruction
- F. Demonstrated ability to work with multiple grade levels, elementary and secondary
- G. Valid Oregon driver's license and a vehicle for work related travel
- H. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- I. Maintain integrity of confidential information relating to students, staff, or district patrons
- J. The ability to work harmoniously with others

**ESSENTIAL RESPONSIBILITIES**

- A. Collects, evaluates, and uses data to improve the effective integration of technology in District instruction and operation
- B. Assists with the planning and development of goals, objectives, materials, methods, and activities supporting the effective integration of technology into instruction
- C. Assist with the planning, development, and implementation of technology for professional development using multiple methods of delivery
- D. Support District users in the effective integration of technology into instruction and operation
- E. Provides effective professional development to adult learners
- F. Provides assistance to Executive Director of School Improvement in the planning and implementation of professional development
- G. Attends professional development trainings and conferences to expand professional skills
- H. Collaborates with other departments to improve the integration of technology into instruction and operation

- I. Performs other related duties as assigned by the Executive Director of School Improvement
- J. Cultivate and model a respectful working and learning environment

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

**PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

In 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing		<b>X</b>			
Walking (level surface)			<b>X</b>		
Walking (uneven surface)			<b>X</b>		
Crawling			<b>X</b>		
Crouching (bend at knees)			<b>X</b>		
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation		<b>X</b>			
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>					
*Lifting/Carrying Maximum weight: <b>40 lbs.</b>					

\*Identify items typically moved: \_\_\_\_\_

\_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor and work under direction of licensed staff
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

**EMPLOYEE STATEMENT**

“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Pay Grade:** Based on the Salary Agreement  
**Last Revised:** April 2008