

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS

601 North E Street, San Bernardino, CA 92415-0020 • Ted Alejandre, County Superintendent

PROJECT SPECIALIST

Digital Learning

Salary Range: \$123,521.28 – \$139,353.60 Annually (Range 145)
 Length of Service: 228 Days per year
 Application Deadline: August 31, 2018 (4:00 P.M.-PST)
 Location: Digital Learning Services, Technology Services Branch
 San Bernardino

POSITION DESCRIPTION

The Digital Learning Project Specialist will support school districts in the San Bernardino County in achieving countywide technology goals. The Project Specialist will develop and implement models of curriculum, instructional technology and professional development, lead the implementation of SBCSS Digital Learning technology projects, assist districts with grant and technology planning and implementation, and provide professional development sessions, including but not limited to Leading Edge Certification courses.

ESSENTIAL JOB FUNCTIONS

- Assists sites and districts in identifying curriculum resource and professional development needs relating to technology integration designed to accelerate and sustain student achievement;
- Provides leadership in the identification and use of technology to close the achievement/access gap and in accelerating and sustaining student achievement;
- Assists in the development and implementation of SBCSS technology projects and tools as needed, including the production of training materials and resources;
- Provides support and assistance with development and evaluation of state and federal technology grant applications when such grant applications are available;
- Assists site and district management teams in the development and implementation of technology planning;
- Maintains internet and other electronic bulletin boards, social media and databases on behalf of the Digital Learning Services Department;
- Provides training on methods of parent/family outreach increasing their ability to support their children's use of technology;
- Provides Leading Edge Certification Courses;
- Collaborates and coordinates with technology staff from other county offices of education as directed by the SBCSS Chief Technology Officer to provide learning opportunities in the RIMS region;
- Performs other duties as assigned.

JOB REQUIREMENTS

Experience in using a variety of technologies and platforms to support curriculum, instruction and staff development; using and developing spreadsheets and data bases; developing, implementing and monitoring grant programs; developing and presenting staff development activities; integrating equity analyses and perspectives into technology;

Skill in managing resources and technology related projects to accomplish established program goals; facilitating group planning and staff in-service activities; working with staff to implement program goals; effectively integrating technology into curriculum; facilitating school improvement networks; developing and presenting professional development activities; researching, disaggregating, interpreting, analyzing, reporting, and utilizing data; and a variety of computer-based applications and platforms;

Knowledge of Common Core standards-based curriculum development; research-based and culturally/linguistically responsive pedagogy that promotes powerful teaching and learning; current and successful staff development models; adult learning theory; grant application process and evaluation; California Standards for the Teaching Profession; Leading Edge Certification;

Ability to develop and implement effective curriculum models; design and provide effective staff development programs; develop grant assistance resource networks; develop partnerships with RIMS districts; work cooperatively in a team environment with a variety

of individuals and groups; maintain records; meet timelines; communicate effectively in written, verbal, and electronic form; work independently and varied hours at multiple work locations; travel extensively throughout California;

Physical Abilities include some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; hearing, speaking, observing and significant fine finger dexterity. Specific visual abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Generally, the job requires sitting, walking and standing and the ability to lift or move up to 40 pounds. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

MINIMUM QUALIFICATIONS

- Possession of a valid California teaching credential;
- Three (3) years professional teaching experience;
- Experience providing technology related staff development;
- Possession of a valid Leading Edge Course Certification for Online and Blended Teacher (OBT) and/or Professional Learning Leader (PLL).

DESIRED QUALIFICATIONS

- Valid California Administrative Services credential, Certificate of Eligibility or current enrollment in an approved Administrative Services program with the ability to obtain an Administrative Services Intern Credential upon employment;
- Valid Leading Edge Lead Educator Certification or Badge for Online and Blended Teacher (OBT LE) or Professional Learning Leader (PLL LE);
- Valid Microsoft and Google Education certification;
- Experience designing and disseminating instructional resources via the Internet;
- Experience in using Internet resources for research and electronic communication;
- Experience with site and district technology planning;
- Experience using multimedia technologies in classrooms;
- Experience in curriculum development, planning and scheduling;
- Experience with grant writing and implementation;
- Experience in analyzing data to modify or evaluate projects;
- Experience with site and district technology planning;
- Bilingual/biliterate (English/Spanish);
- Possession of CLAD/BCLAD certification.

NECESSARY MATERIALS FOR APPLICATION

- **Completed Ed-Join online application (*all fields must be completed*);**
- **Letter of introduction outlining skills and abilities relating to this position;**
- **Current resume;**
- **Copy of valid California teaching credential(s);**
- **Copy of valid Leading Edge Course Certification(s) as stated above;**
- **Three (3) letters of reference (*dated and signed within 3 years*).**

Applicants must meet minimum qualifications and provide all necessary materials online prior to the stated deadline to qualify as a candidate.

APPLICATION PROCESS: All applications must be submitted through Ed-Join. Go to the San Bernardino County Superintendent of Schools website at www.sbcss.k12.ca.us; click on Human Resources; scroll down then click on “[Click Here to Jump to the EDJOIN website](#)” and attach your online profile [to this job posting #](#). If you are disabled and need reasonable accommodations to complete the application process, please contact Human Resources at 760 East Brier Drive, San Bernardino, CA 92408 • (909) 386-9561. This facility is handicapped accessible.

The County Superintendent of Schools recognizes that the County Superintendent of Schools Office has primary responsibility for ensuring that it complies with applicable state and federal laws and regulations. The County Superintendent of Schools does not discriminate on actual or perceived sex, sexual orientation, gender, gender identity, gender expression, ethnic group identification, race, immigration status, ancestry, national origin, religion, colour, mental or physical disability, age or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance or regulation, in its educational program(s) or employment. No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which the application was made.

All employment offers are made contingent upon ability to pass a pre-placement physical examination. State law requires all our employees to be fingerprinted for a confidential background investigation and prohibits the commencement of employment until the background investigation has been completed. Proof of freedom from active tuberculosis based upon an intra-dermal test must be furnished at time of employment. Public Law 99-603 (Immigration, Naturalization & Control Act of 1986) requires that all employees hired after November 6, 1986 provide proof of work eligibility. If hired, please be prepared to present appropriate documentation verifying identity and ability to work legally in the U.S. An Equal Opportunity Employer.