

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Educational Innovation Specialist
Location: St. Albans City School
Job Group: Educator
Reports to: Principal

Position Summary: Promotes the themes of global awareness, entrepreneurialism, civic literacy and digital literacy and the skills of creativity, innovation, critical thinking, problem solving, communication, and collaboration through work with faculty and students in support of curriculum and instruction. The incumbent will be creative, connected collaborative, and passionate.

Essential Duties and Responsibilities: *Other duties may be assigned.*

- 1 Collaborating with others in developing and delivering a variety of models for the evolution of pedagogy in the 21st century.
 - a Assists with the evolution of creative and innovative educational practices.
 - b Evaluates tools and instructional practices considering broader academic goals.
 - c Shares expertise in the history of educational practices.
 - d Displays consistent, successful classroom/teaching practice.
 - e Makes effective connections with other innovators.
 - f Applies knowledge and understanding of professional development processes.
 - g Assesses, documents, and spreads best practices developed by staff in the use of technology.
 - h Effectively problem solves with staff to develop innovative learning and workflow solutions in and out of the classroom.
- 2 Demonstrates and applies a mastery of technology in support of curricular goals by:
 - a Experimenting and engaging others in state of the art and inventive practices.
 - b Using a variety of software, hardware, and internet resources.
 - c Supporting/guiding students and educators in their use of various software, hardware, and internet resources.
 - d Troubleshooting technological problems.
 - e Learning new technologies quickly and evaluating the effectiveness and appropriateness for the classroom.
 - f Applying new technologies to increase effectiveness and innovation in all content areas.
 - g Providing professional development opportunities in technology.
 - h Creating instructional documentation in the use and application of new technologies, practices, and procedures.
- 3 Remains current on career-related subject matter by:
 - a Attending district, SU and external professional meetings and conferences related to subject matter.
 - b Researching emerging technology and integration of such (hardware, software, operating systems and peripherals) and recommending enhancements and solutions.
 - c Remaining current with software in use to support student and adult learning.
 - d Assisting with school-based technology plans and development.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Is responsible for the overall direction, coordination, and evaluation of all contracted services.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree in Computer Science, Educational Technology, or equivalent preferred. Experience in classroom technology or related field preferred.

Certificates, Licenses, Registrations: Valid Vermont Teaching License with appropriate endorsement for academic assignment and/or level of assignment.

Language Skills: Ability to read, analyze, and interpret information from professional journals, legal documents, testing, and assessment data. Ability to respond to inquiries or complaints from students, parents, coworkers and community members. Ability to present information effectively to administrators, public groups, community, and School Board Directors.

Mathematical Skills: Ability to work with mathematical concepts, such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems and solutions and to delegate appropriate responsibilities within the school staff.

Other Skills and Abilities: Demonstrates knowledge, competence, and skills in all aspects of current and emerging information technology, including telecommunications access, educational software and hardware. Demonstrates technical competencies in building-based hardware and software. Demonstrates ability in organizational, human relations, oral and handwritten communications skills. Self-directed, open-minded, organized, and collaborative.

Physical Demands: The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, talk, and hear. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs., such as boxes of books and carts. The employee is directly responsible for the safety, well-being, or work output of other people. Specific vision abilities required by the job include close vision such as reading handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The incumbent must demonstrate manual dexterity to perform technology related assignments.

Emotional Demands: The individual must be able to work with others in a collegial and cooperative manner, model best behavior, must show above average interpersonal skills and follow directions of school leadership.

Work Environment: The work environment characteristics described here represent those 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 moderate to loud. Duties are performed indoors and occasionally outdoors.

Terms of Employment: Per Professional Staff Master Agreement

Evaluation: Per Professional Staff Master Agreement

Revised: 05/09/2023

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned and are performed by the individuals currently holding this position.