



# NASHOBA

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## Regional School District

**Position:** Curriculum, Instruction and Assessment (CIA) Coordinator for Digital Learning  
**Department/Location:** Central Office/Teaching and Learning  
**Hours:** 40 hours/Exempt

### **Organizational Scope:**

Reporting to the Superintendent of Schools, will work with staff across the District to develop and utilize technology in daily teaching and learning

### **Position Responsibilities:**

- Solidifies and then articulates the vision for technology, the resources that will realize this vision and the steps to support the vision;
- Leads a technology needs assessment, document its sources and determine a plan;
- Works with teachers and paraprofessionals in applying the technology standards and expectations for student learning, demonstration and mastery
- Leads professional development planning for the district.
- Facilitates Instructional Technology Teachers and support staff in delivering instructional technology curriculum, instruction and assessment practices
- Facilitates the development of the NASHOBA Instructional Technology curriculum, assessments and instructional practices.
- Works with classroom teachers in implementing technology into instructional practice.
- Supports administrators in implementing technology into instructional practice.
- Organizes professional development for Instructional Technology Teachers and Support Staff and the necessary professional development for all teachers and staff as it assists in the implementation of the technology plan.
- Actively participates and meets with the Professional Development Committee as required
- Organizes and responds to technical and educational needs of the District;
- Able to collect, analyze, and use data to improve student performance and to model those practices
- Other duties as assigned

### **Qualifications:**

Advanced Degree in Instructional Technology or Related Field; Advance Training in the Technology Integration, Networking, and Information Management; Three to Five Years experience as a teacher; Three to Five Years experience in a leadership role in an organization; Demonstrated experience with strategic and project planning; Certified, or certifiable, as a Supervisor / Director or Principal/Assistant Principal. Must have strong communication and organizational skills; superior level of proficiency with technology; Must be able to assist in the protection of students and school property, and assist the Principal in fire and other emergency drills as required by law and School Committee policy. To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily  
Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 25 pounds, bend and twist regularly at the waist, knees and neck.