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LIVE OAK HIGH SCHOOL
POSITION ANNOUNCEMENT:
DIGITAL HIGH SCHOOL
PROJECT LEADER

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a variety of functions during year one of the Live Oak Digital High School project, including teacher training and support, project evaluation, and project management. The individual in this position will work closely with teachers in classrooms to help students improve achievement and attain technological skills through integration of technology into the curricula. Approximately three-fifths of the work will be in supporting teachers in using technology appropriately; one-fifth will be in project management; and one-fifth will be in data collection and project evaluation. Salary will be determined according to the Morgan Hill Unified School District teacher's contract.

DISTINGUISHING CHARACTERISTICS

This position will be assigned at Live Oak High School for a duration of one year. The Project Leader will oversee the implementation of the Digital High School project, and work with the other individuals and groups involved in implementing the project.

REPRESENTATIVE DUTIES

- Visit and assist classroom teachers in various subject areas in implementing lessons and units involving computers and other technologies.
- Train teachers as needed in relevant technological skills.
- Develop and lead workshops useful for teachers in incorporating technology into their classrooms.
- Develop or select appropriate tools for collecting data on the Digital High School project.
- Provide efficient and effective means for teachers to report data to the state on student achievement relevant to this project.
- Help plan meetings and coordinate the work of the Technology and Digital High School Steering Committees.
- Help the school and teachers use evaluation data to adjust project implementation.

- Assist teachers in troubleshooting problems with technological equipment, however, hardware repair will not be a significant responsibility.
- Report to and work with the Assistant Principal.

EMPLOYEE STANDARDS

Knowledge, skills, and abilities required:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to work effectively and cooperatively with teachers, administrators, students, and parents in individual and group settings.
- Skill in working with computers and the Internet.
- Proficiency in using technology appropriately in various subject areas, and willingness to research and learn in this area.
- Ability to work independently and under supervision.
- Knowledge of high school students and a strong interest in helping meet their needs.

WORKING CONDITIONS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.

ENVIRONMENTAL CONDITIONS

- Indoor and outdoor school campus environment.
- Temperature – normal, occasional adverse weather conditions.

CONTACTS

- Daily contact with students, teachers, and school and District staff.
- Occasional contact with parents, community members and outside agency personnel.

EDUCATION AND EXPERIENCE

At least one year of teaching experience is required, preferably at the high school level. Individual should hold a California teaching credential and have a solid background in working with technology.

OCCUPATIONAL CERTIFICATES/LICENSES

- First Aid and CPR certification.

EMPLOYMENT STANDARDS

Dexterity and physical conditions to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

SALARY AND WORK DAYS

Salary and working days will be determined according to the Morgan Hill Unified School District teachers' contract, plus \$1000 stipend for working the weeks of June 15 – 19 and August 17 – 21.

CONTACT

Please contact Jim Thompson at (408) 779-5272 or e-mail jthomps@mhu.k12.ca.us, or Rich Knapp at (408) 779-5210 x401 or e-mail rknapp@liveoak.mhu.k12.ca.us.

APPLY BY:

Wednesday, June 10, 1998