

**Baker School District 5J**  
**K-12 TOSA OF INSTRUCTIONAL TECHNOLOGY**  
Notice of Position Opening: In/Out of District      Date Open: June 6, 2017

**POSITION DESCRIPTION**

- Baker School District is currently seeking a candidate for K-12 TOSA of Instructional Technology for the 2017-2018 school year. See Video: <http://tinyurl.com/hg857ld>
- Position is responsible for providing leadership, general management and technical assistance to the Baker School District and is responsible for maintaining, improving and ensuring that the technology supports the educational and communication needs of the staff and students while staying within established budgetary limits.
- The K-12 TOSA of Instructional Technology must be a strategic thinker with strong communication, organization, and interpersonal skills, as well as the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the district's curriculum and instruction.

**POSITION EXPECTATIONS**

- Maintain a professional working environment and positive interpersonal working relationships with staff and students; Maintain confidentiality in all areas.
- Implement strategies that protect the legal rights of students. Protect the safety, health, and well-being of all students.
- Use independent judgement with guidance from superintendent.
- Develop and monitor 3 to 5-year technology improvement plan.
- Maintain a positive and cooperative relationship with Chaves Consulting as a third party service provider.
- Communicate with Chaves Consulting regarding CCI's management of large networks, such as network switches, firewalls, proxies, wiring, servers, security, databases, and backup.
- Additional duties include Leadership and Professional Development, Database Management, Network & Help Desk Oversight, and Social Media/Website Design, Maintenance and Oversight.
- Perform other duties as assigned.

**PREFERRED PROFESSIONAL REQUIREMENTS**

- Advanced Degree in Educational Technology or related field preferred. Prefer candidates that have held a valid teaching license and have multiple years teaching experience in a K-12 environment.

**SKILLS, COMPETENCIES, AND OTHER REQUIREMENTS**

- Support the mission and vision of the school district and school.
- Preferably have experience working with iPads, Chromebooks and other mobile devices in education.
- Preferably have experience with Google Applications and the use of this technology in collaborative applications as well as experience with website maintenance and creation and all social media applications.
- Experience with a range of software, hardware, and operations systems (Windows, Mac, IOS, Chromebook).
- Ability to manage budgets.
- Proven track record of integrating technology into a classroom setting.
- Proven understanding of confidentiality in school setting.
- Strong verbal and written communication skills.
- Broad knowledge of industry standards and best practices in the use of technology in schools.

**CONTRACT INFORMATION**

The current salary scale is \$39,725 - \$75,290 based on a 225-day contract and depending on years of experience and education. This full time position will begin at the start of the 2017-2018 school year.

**APPLICATION PROCEDURE**

**In District**

Letter of Interest and Resume

**Out of District**

Apply online at [www.Baker5J.org](http://www.Baker5J.org). If you have any questions, please call Cathy Martin, Personnel Department, at 541-524-2261.

**CLOSING DATE**

June 16, 2017, at 4:00 p.m. or until filled.

Baker School District is an equal opportunity educator and employer and does not discriminate on the grounds of race, color, national origin, age, marital status, sex, disability, sexual orientation, religion, national origin, culture and/or financial status.