

**Job Title:** Digital Learning Specialist

**Qualifications:** Bachelor's degree in education from an accredited College or University. A minimum of 5 years of certified classroom teaching experience, significant experience utilizing instructional technology in the classroom, and professional learning experiences indicating growth in the instructional technology field are also required. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** Director of Technology

**Job Goal:** The Digital Learning Specialist (DLS) is responsible for working with the technology department, central office staff, and instructional staff promoting the use of and training around the current technology tools available in the district. The DLS will work closely with the Curriculum Coordinator and Director of Academics and Career Readiness to develop ongoing Professional Development opportunities for all staff. The DLS will provide recommendations to the Director of Technology for technical solutions to challenges faced by the students and staff.

**Type of position:** 12-month (260 days)

**Wage:** Contract

**Hours per week:** Exempt

**Responsibilities:**

- Provides onsite and in-classroom assistance to staff in the selection of technology resources and solutions.
- May work with students and staff to complete special projects or assignments.
- Develops, coordinates, and implements technology professional development.
- Works with the Director of Technology to assess and plan for new technologies.
- Supports school staff in the use of instructional and administrative technology systems.
- Assists in the integration of technology into the instructional program.
- Develops and models instructional activities for staff within the district.
- Investigates and disseminates information on best practices for technology integration.
- Serves as a source of information on trends, research, applications, and effective practices related to technology use in schools.
- Collaborates with the Director of Academics and Career Readiness and Curriculum Coordinator to develop district practices to support instruction.
- Provides coaching and mentoring for school personnel in technology integration.

**EVALUATION:** Performance of this job will be evaluated on a yearly basis by the Director of Technology.

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS**

Lift up to 10 lbs: Frequently required  
Lift up to 25 lbs: Occasionally  
Lift 26 to 50 lbs: Rarely  
Lift over 50 lbs: Rarely  
Kneeling: Rarely

**OTHER PHYSICAL CONSIDERATIONS**

Twisting: Occasionally  
Bending: Occasionally  
Crawling: Rarely  
Squatting: Rarely

CARRY up to 10 lbs: Frequently required  
CARRY 11 to 25 lbs: Occasionally  
CARRY 26 to 50 lbs: Rarely  
CARRY over 50 lbs: Rarely

Crouching: Rarely  
Climbing: Rarely  
Balancing: Rarely

REACH above shoulder height: Occasionally  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required  
PUSH/PULL: Occasionally

**WORK SURFACES:** (describe)

Composite desk  
Carpet/tile floors  
Computer keyboard/screen

**DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**HAND MANIPULATION:**

Grasping: Occasionally  
Handing: Frequently required  
Torquing: Occasionally  
Fingering: Frequently required

**Environment: Inside: 98% Outside: 2%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking: Necessary for communicating with others.  
Hearing: Necessary for receiving information and instructions.  
Sight: Necessary to do job effectively and correctly.  
Tasting & Smelling: Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Bacterial and viral infections carried by children  
Cleaning products

**Special Conditions of Employment**

All employees must pass a criminal history background check.

I have reviewed this job description and am in acceptance of its parameters.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Representative signature

\_\_\_\_\_  
Date

Approved by the Hinsdale School Board May 8, 2024