Technology Teacher On Special Assignment (TOSA) Job Description from Vista Unified School District

Pilot Program Management and Facilitation Responsibilities Include:

- Working with district team in IT, Curriculum and Instruction, and Finance departments to begin initial pilot groundwork, which includes privacy compliance, MOU completion, securing financing, programming needs, and developing a clear timeline for pilot implementation.
- Establishing a relationship with a program vendor to ensure that vendor is clear on district needs, programming and automation requirements, time frames for implementation of the pilot, and scheduling necessary professional develop for teachers and other district employees. Identify key contact people in customer support, professional development, and sales.
- Implementation of a robust professional development plan. Responsibilities include scheduling professional development sessions, securing district facilities to be used for PD, and ensuring all participants have necessary materials and access to the pilot program.
- Working with the IT department to make sure all programming and automation is complete and accurate so that all participants have access to the pilot program.
- Provide continuing professional development and support to all sites and participants. This includes site visits, working with individual teachers and classes, as well as meeting with grade level/department groups.
- Consistent monitoring of data collected by the pilot typically through the use of a district dashboard account where data from all participants can be viewed daily. The data is used to identify potential issues with a program or perceived gaps in training that can be addressed quickly.
- Establish a clear communication pathway for pilot teachers to share concerns, technical problems, and questions via email.
- Conduct a thorough evaluation of the pilot program and process. Responsibilities include sending and collecting digital surveys and forms to teachers and students in order to evaluate the pilot program, collection of all data and assessments embedded in the pilot, and coordinating with both district and contracted external program evaluators to determine the efficacy of a program to determine if we want to formally adopt and implement throughout the district.

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