

Job Title: District Learning & Innovation Specialist
Department: Teaching & Learning
Reports To: Learning & Innovation Technology Director
FLSA Status: Exempt
Salary Schedule: ES lane 06



SUMMARY

The District Learning & Innovation Specialist engages educators in utilizing research-based best practices that harness digital pedagogies, products, and tools to facilitate powerful teaching and learning. The primary responsibility of the specialist is to closely work with educators and school administrators, supporting digital transformation and integration efforts. These efforts focus on practices that support high levels of learning for ALL district stakeholders. The Specialist also works collaboratively with District content coordinators and other members of the District Professional Learning Team to align digital work with best instructional practices to support current district initiatives. The Specialist also assumes a leadership role as coach/mentor for school stakeholders. They actively support, champion, advocate, and participate in PLC's at the district, school, and team levels (as appropriate).

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Coordinates instructional processes, practices, tools, and resources to:

- Teach knowledge of information technology, devices, audiovisual equipment, operating systems, and software.
- Communicate understanding of key learning theories and methods of instruction, and their relation to technology integration.
- Demonstrate a sound understanding of best practice regarding digital curriculum, instructional design, models, and frameworks using current trends and research for integrating the high-impact teaching strategies of the district instructional technology model into the school, & classrooms.
- Participate in job-related national, state, and other technology committees.
- Actively coach and participate in PLCs and the PLC process.

Coordinates data and data systems to:

- Employ and adjust digital learning approaches based on formative and summative data to provide targeted implementation and training support for schools
- Support educators in the process of selecting, collecting, analyzing, and using data to inform instruction and to make instructional decisions that lead to improved student learning outcomes.

- Teach understandings required for analysis and management of student data and to integrate appropriate learning technology in classroom instruction based on student needs.

Leadership and Vision

Strategic Planning

- Researches current news, websites, and articles from professional technology organizations and credible resources to ensure district technology instruction aligns with current research and best practice.
- Coordinates with school administration in developing, maintaining, coaching, and leading school digital learning efforts.
- Coordinates school data collection efforts for strategic plans, learning technology and media plans, and other improvement plans to meet goals, milestones, and deadlines.

Ethics & Policies

- Promotes ethical practices to drive appropriate use and continuous improvement of learning technology and media systems to support learning technology and media responsible use, replacement cycles, and high-impact teaching strategies.
- Promotes employee instruction of privacy, security, and online safety related to the use of learning technology, media, and to integrate Digital Citizenship lessons and resources into school culture and practice.
- Maintains current understanding of technology policies and guidelines to ensure alignment of job responsibilities to learning technologies and media use.
- Follows policy for selection of new learning technology (hardware and software), media and media services.
- Communicates, and contributes to the list of current and recommended digital resources and tools for those making purchasing decisions.
- Assists schools in monitoring appropriate and accurate usage of digital learning funds under the direction of the Learning & Innovation Director I.

Understanding the Educational Environment

Instructional Focus

- Coordinates school goals and coaching plans through the use of learning technologies and media to support and enhance personalized instruction, to develop deeper learning, future-ready skill sets, and that prepare learners for college, career, and life.
- Promotes, models, and uses appropriate learning technologies, digital curriculum, and media to enhance and support traditional, standards, evidence, competency-based learning practices, and student competencies (microcredentials, badging, portfolios, etc.) that lead to high levels of learning.
- Uses multiple methods to help schools identify, select, manage, assess, and evaluate appropriate uses of learning technology and media to collect and analyze data, interpret results, and support instructional decision-making to improve instructional practice and the quality of student learning.
- Coordinates solutions for instructional and assessment needs based on stakeholder feedback and through ongoing, collaborative communication.

Professional Development

- Attends, promotes, supports, and participates in synchronous and asynchronous digital professional learning experiences, training, meetings, PLCs, and conferences to help WCSD educators develop Professional Learning Communities, Personal Learning Networks, and Communities of Practice.
- Maintains awareness of emerging learning technologies and works with educators to communicate current (and future) instructional technology research, tools, and trends to advance instructional improvement.
- Designs and facilitates district, school, team, and individual training (to include evening training) that supports district digital learning and school initiatives for instructional leaders, learning coaches, mentors and teachers via online, blended, and train-the-trainer models.
- Provides one-on-one site visits to support learning coaches as they integrate technology into professional learning programs within schools, inviting administrators to attend.
- Assists the Director of Learning Technologies in updating and managing the district Educational Technology Endorsement program, and international technology programs and certifications.

Team Building and Staffing

- Understands, works with, and participates in professional learning communities that stimulate, nurture, and support faculty and staff in using technology and media to grow a culture of ongoing training, learning, and responsible risk-taking for learning technologies.
- Works collaboratively with Content Coordinators and Specialists in selecting and vetting learning technologies, curriculum, digital products / vendor software and in integrating digital practices, resources, and tools into professional learning.
- Works collaboratively with Content Coordinators to provide support and training to the Professional Learning Team, Learning Coaches, teacher teams, and individual teachers.
- Fully participates in the work of the Digital Learning Team.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must be proficient in the use of classroom technologies.

Must be able to demonstrate sound understanding of best practice regarding instructional technology, citing current trends and research.

Knowledge of information technology devices, audiovisual equipment, operating systems and software. Ability to learn various operations required for management of student information and integration of technology in classroom instruction. Must be proficient in the use of classroom technologies.

An understanding of key learning theories and methods of instruction, and their relation to technology integration. Must be able to demonstrate sound understanding of best practice regarding instructional technology, citing current trends and research.

An understanding of key learning theories and methods of adult instruction. Must be able to demonstrate sound understanding of best practice regarding adult instruction, citing current trends and research.

Knowledge of and effective work within a professional learning community.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money. Ability to apply concepts of HTML code.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree and a minimum of 5 years' successful teaching experience.

Must complete the district peer coaching training, or an approved equivalent training.

Must have experience in professional development that is centered on the integration of technology in the classroom.

CERTIFICATES, LICENSES, REGISTRATIONS

An active Utah Educator License with a Technology Endorsement (or equivalent).

ISTE CAP preferred.

Must have and maintain an active Utah Driver's License. Must complete Utah Risk Management Defensive Driver training every two years. (Utah Code R31-1)

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

While performing the duties of this job, the employee is regularly required to talk or hear, use fingers and hands to handle, and reach with hands and arms. The employee is frequently required to stand, walk, or sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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Prepared By: Director of Teaching & Learning			Date: 03/23/2026
Approved By: Assistant Director, Human Resources			Date: 03/23/2026
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: L&I Technology Director	Date: 04/30/2026
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	