

DATE: September 4, 2026
MEMO: TO ALL BUILDINGS-PLEASE POST
FROM: Dr. Madeline Diamond
Assistant Superintendent of Human Resources

This posting will end at 4:00 PM on
Monday, September 14, 2026

RE: Anticipated Internal Vacancy –Teacher on Special Assignment – Instructional Technology Facilitator

POSTING NAME: Instructional Technology Facilitator (TOSA)

QUALIFICATIONS:

Minimum Education Level, Certification, and Experience

- Bachelor's degree and Master's Degree from an accredited college or university.
- Valid New York State teacher certification
- 3 years of successful teaching experience
- Experience developing and delivering a variety of adult professional development activities

Highly Preferred

- Instructional Technology Experience
- Educational Technology Specialist Certification.

Skills Required

- Knowledge of instructional technology, curriculum development, data analysis, assistive technologies and Professional Development/Coaching.
- Fluency with a broad range of hardware and software including but not limited to computers/tablets (Windows/Mac/Android/Chrome), audiovisual equipment, Interactive Whiteboards, mobile devices, the Office 365 Ecosystem, Learning Management Systems, Infinite Campus, Open Ed Resources, IMS Global and Interoperability Standards and Google Workspace.

Job goal:

Instructional Technology Facilitators (ITF's) instruct other school staff and students in using technology for teaching and learning. They provide training, integration strategies, and support to teachers and administrators, empowering them to use digital resources effectively. ITFs exhibit flexibility, adaptability, and resourcefulness in an ever-changing technology environment.

A complete job description can be found on the District's website at www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

Funding Source: General Fund

- **Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** **FAX to: 563-3468**
- **External applicants & Certified Newburgh Substitute teachers** must respond via the OLAS Web Site (www.olasjobs.org)
on or before the above closing date.

MD:sp