

TITLE:**Teacher (Instructional Technology Specialist)****FLSA: Exempt****QUALIFICATIONS:**

1. Bachelor Degree or higher from an accredited educational institute
2. Valid Florida teaching certificate
3. Successful experience in utilization of instructional technology
4. Ability to effectively relate to students
5. Ability to maintain effective working relationships with co-workers
6. Additional or alternative qualifications to the above as the Board may find appropriate and acceptable.

REPORT TO:**Principal/Supervisor****JOB GOAL:****To collaborate with the school media specialist and the school media/technology committee, by coordinating, organizing and facilitating the effective utilization of instructional technology within the school setting.****PERFORMANCE RESPONSIBILITIES:***** Essential Performance Responsibilities**

- * 1. **Design**
 - a. Incorporate principles of the district technology plan into the development of the school technology plan.
 - b. Develop and coordinate implementation of the school technology plan.
 - c. Provide for on-going evaluation of the school technology plan and make program modifications as needed.
 - d. Participate in and provide staff development training as needed.
 - e. Design, coordinate and provide instructional technology inservice opportunities for school-based personnel.
 - f. Recommend budget requirements for an effective school media/technology program.
 - g. Contribute to the design of the total school curriculum and instructional program, and collaborate with staff for effective integration of technology.
 - h. Serve as a member of district committees for the development of activities, training materials and programs to disseminate technology information and promote cooperation among schools.
- * 2. **Consultation**
 - a. Assist educators in planning for the use and integration of technology in the instructional program.
 - b. Establish an environment, which encourages creative and independent use of instructional technology throughout the school.
 - c. Contribute to students' development of skills in the use of instructional technology resources.
 - d. Model effective uses of appropriate instructional technology in the classroom and the school media center for teachers and students.
 - e. Assist teachers in the use of computers in their classroom.
 - f. Assist teachers in the use of a computer lab, as appropriate.
 - g. Assist educators in the use of computer software tools such as word processing, databases and spreadsheets as part of their instruction and records management
 - h. Provide technical assistance to facilitate the use of technology-based communication networks by school educators.
 - i. Provide technical assistance to facilitate the implementation of existing and future media technologies such as CCTV, laser disks, interactive video, CD-ROM, etc. in the school.
- * 3. **Information**
 - a. Interpret the school's instructional technology program for staff, parents, and members of the community.
 - b. Provide educators with information about new technology developments in their specific area of responsibility.
 - c. Seek educator and student participation in selection and evaluation of technology materials and equipment to support instructional objectives.
- * 4. **Administration**
 - a. Manage the school wide computer network.
 - b. Assist in the provision of a well chosen and up to date collection of technology materials and equipment to meet identified needs of the school media/technology program.
 - c. Assist in the organization of technology resources for easy accessibility by students and educators in order to support the school media/technology program.
 - d. Assist in the implementation of standard inventory and maintenance procedures for media/technology resources.
 - e. Assist in the evaluation of software for network compatibility and curricular appropriateness.
 - f. Maintain the school website and assist school staff in the design and maintenance of supporting webpages.
- 5. Perform other duties that may be assigned from time to time by the Supervisor.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to sit; use hands to manipulate objects, tools, or controls; reach with hands and arms; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lifts and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.