

Job Title: Instructional Technology Specialist

POSITION SUMMARY:

The job of Instructional Technology Specialist was established for the purpose/s of improving student performance by interfacing with teachers to facilitate the integration of technology into teaching and learning by developing and conducting professional development sessions on infusing technology into the core areas of academic curriculum; maintaining training facility resources and equipment; providing input and recommendations regarding software purchases within both site and district technology plans; and providing input/insight on ways to increase teachers' use of technology as it positively impacts student performance in the classroom.

ESSENTIAL FUNCTIONS:

- Analyzes student and program related data and utilizes data in coaching responsibilities.
- Collaborates on the design and preparation of district-developed tools to enhance the implementation of programs and initiatives in instructional technology, instruction, assessment and learning environment.
- Conducts conferences with classroom teachers on use of instructional technology.
- Conducts staff development in instructional technology.
- Coordinates the development and implementation of special assigned projects.
- Develops instructional technology solutions and related training materials aligned with district goals and standards.
- Investigates and demonstrates ways to infuse technology into teaching strategies, techniques, and classroom management.
- Maintains a variety of files, documents and/or records (e.g., reports, logs, databases, agreements, licenses, copyrights, departmental reporting, etc.) for the purpose of documenting activities, providing written references, and complying with mandates.
- Models appropriate teaching strategies infusing technology.
- Monitors and evaluates the content relevance and effectiveness of instructional technology aligned with established objectives.
- Oversees assigned projects and/or program components for the purpose of ensuring availability of information and/or materials and delivering services in compliance with established guidelines and mandated requirements.
- Participates in developing and monitoring ethical use of technology following guidelines and standards.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Promotes the use of technology in all content areas.
- Remains up to date in knowledge of technology and computer education.

- Trains certificated, classified staff in the use of instructional and District standard software products for the purpose of improving work efficiency and effectiveness by enhancing the ability to use new and/or existing software.

QUALIFICATIONS:

Requirement:

This is a certified position.

Education:

Valid Tennessee teacher's license with appropriate endorsement based on a minimum of a Master's Degree.

Experience:

Minimum of 5 years in education

Responsibility:

To support the mission of the Rhea County School System and accomplish all assigned tasks/missions effectively and efficiently

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Technology and Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.