



Mobile County PUBLIC SCHOOLS

Job Description Title – TECHNOLOGY TEACHER

SUPERVISED BY/REPORTS TO: Principal and/or Coordinator of Instructional Technology or their designee.

FLSA Designation: Exempt

POSITION SUMMARY:

The Technology Teacher will provide a leadership role at the local school level to incorporate technology into all appropriate aspects of the curriculum and instruction in compliance with standards and directives set by the Division of Information Technology. Provides training and support for teachers in the utilization of technology tools and resources.

QUALIFICATIONS:

- A. Valid Alabama professional teaching certificate.
- B. Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- C. Must have three (3) years of successful teaching experience.
- D. Must have proven performance with integrating technology in the classroom.
- E. Must have proficient skills in both hardware and software troubleshooting.
- F. Must have the ability to set priorities, handle multiple tasks and take directions from several sources.
- G. Regular and punctual attendance expected; full compliance with system sick leave and personal leave policies.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts

are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

Proficient to advanced knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Acts as a resource for teachers with respect to the integration of technology into the curriculum.
2. Demonstrates the effective use of technology in the educational process.
3. Facilitates and leads professional development activities for learning how to integrate technology effectively in the classroom.
4. Is self-driven and remains up to date on best practices in the field of instructional technology.
5. Supports the implementation of the state's technology, digital literacy, and computer science standards.
6. Implements activities using a variety of techniques that utilize instructional time to meet objectives.
7. Establishes and maintains standards of student behavior to achieve a functional learning atmosphere.
8. Serves as the point of contact for troubleshooting technology issues for student Chromebooks/other devices as well as teacher and staff laptops and other devices.
9. Serves as point of contact for student and teacher IDs, new teacher email, logins, and laptops.
10. Completes the school's technology and fixed assets inventories.
11. Exhibits positive human relations skills.
12. Evaluates the educational program and/or student progress.
13. Communicates with parents/guardians, colleagues, and community groups.
14. Demonstrates proficiency in written and oral communication.
15. Maintains and submits records and reports from technology use in the classrooms.
16. Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations.
17. Engages in personal professional growth and demonstrates professional ethics and leadership.
18. Implements a system to support the technology work order system.
19. Performance of some duties may involve flexible work hours.
20. Possession of a valid driver's license and reliable transportation is required.
21. Any other duties assigned by principal.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

The Technology Teacher may have other duties assigned by the Principal. These responsibilities and duties listed are minimum what the teacher should be doing.

PHYSICAL REQUIREMENTS:

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. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move objects weighing 10 pounds and occasionally may lift up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Generally, works in a classroom setting. Some time may be spent in an office or workroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, Principal and/or Coordinator of Instructional Technology or their designee.

TERMS OF EMPLOYMENT

Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, or by the Coordinator of Instructional Technology or their designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.