

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

Educational Technology Instructor

Qualifications

1. Valid teacher's license/minimum of master's degree.
2. At least 5 years of classroom teaching experience.

Essential Duties and Responsibilities

1. Consults with Technology Coordinator, administrators, and teachers to help determine the priorities centered on staff development;
2. Evaluates technology uses in the classroom by analyzing staff development needs through the use of surveys and questionnaires and classroom visitation;
3. Creates and publishes a monthly staff development catalog listing all current staff development courses;
4. Instructs technology staff development classes;
5. Serves as a consultant in developing and updating the district's five-year technology plan and goals;
6. Develops and publishes all staff development training materials;
7. Advises educators on the use of educational technology in the classroom;
8. Revises all staff development to meet the needs of new programs and technology advancements;
9. Prepares and publishes staff development records annually to the Board of Education, administrators, teachers, and support staff;
10. Coordinates the study of current national, state, and local curriculum content and develops a guide for the use of instructional technology centered on all content areas;
11. Participates in staff development that will help promote superior instructional technology;
12. Provides assistance utilizing/troubleshooting software;
13. Assists educators in the development of technology based classroom projects and websites;
14. Provides school technology contacts, secretaries, and administrator's technology updates through an email mailing;
15. Presents projects and methods to educators at technology conferences;
16. Attends ETETA and TETA meetings and shares information;
17. Evaluates software for use on servers and stand alone machines;
18. Assists in the selection of technology staff;
19. Carries out the supervisory responsibilities in accordance with the school system's policies and applicable laws including assisting in interviewing, training employees, planning, assigning and directing work, appraising performance, addressing complaints and resolving problems;
20. Instructs students in the use of software and Internet resources;
21. Assists in the development and implementation of student summer computer programs;
22. Creates and maintains a monthly technology newsletter providing Internet resources for students;
23. Utilizes TCAP results to determine student instructional software needs;

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24. Develops online tutorials for students in the use of software;
25. Develops and maintains online projects for classroom participation;
26. Creates web-based sites to assist educators in the integration of technology;
27. Keeps educators abreast of current web-based information related to instruction and technology;
28. Develops online tutorials for educators in the use of software;
29. Creates and maintains a database of educational multimedia presentations;
30. Creates and maintains a database of lesson plans;
31. Posts online updates from school departments and grants for school board;
32. Develops and maintains online resources for government and communities;
33. Seeks federal, private, and state legislative projects and programs for the possibilities and opportunities they offer for educational grants, entitlements, and allocations relevant to the technology needs of the district;
34. Develops, writes, submits, and directs grants centered on the use of educational technology;
35. Researches student statistical information necessary for grant preparation;
36. Coordinates with technology-based businesses partnerships for grant application;
37. Develops reports for grant evaluation; and
38. Performs other duties as assigned by the Director of Schools.