

PK-5 Instructional Technology Specialist

Job Goal: Ensure students and staff have access to and can participate in current and future technology resources to support learning, curricular implementation and transformative teaching.

Qualifications: PK-5 teaching certification and technology and/or technology integration experience.

Immediate Supervisor: Director of Curriculum

Responsibilities:

- Provide direct instruction in classrooms to students on use of specific programs/progress monitoring of proficiencies (Typing agent, coding, book creator).
- Provide professional development to staff to support new initiatives, new teacher orientation, innovative ideas or other areas assigned by supervisor.
- Set up teacher/student accounts for different academic resources (Epic, SeeSaw, Google Classroom, Bridges workspaces online).
- Work with the teachers and students to ensure technology supports educational programming.
- Work collaboratively with the technology team to discuss and develop technology curriculum.
- Have working knowledge of all applications and equipment.
- Research new and emerging technologies and resources.
- Support state standardized testing as needed.
- Support awareness of and help to ensure that all users follow the school Acceptable Use Policy regarding the Internet, email and general computer use. This includes assisting with Internet copyright and plagiarism issues.
- Work with administration for any additional tasks that may be assigned.
- Stay abreast of educational technology trends.
- Maintain positive working relationships with staff and students.
- Collaborate with classroom teachers to support technology use in curriculum/co-teach lessons.