

<b>Job Title:</b>	Instructional Technology Resource Teacher (ITRT), Lead
<b>Grade Level/Terms of Employment:</b>	Certified, Teacher's salary scale, 12 month contract
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Department of Curriculum & Instruction
<b>Immediate Supervisor:</b>	Associate Director, Curriculum & Instruction

**General Description:**

The Instructional Technology Resource Teacher (ITRT) Lead provides essential leadership to the ITRT team within Richmond Public Schools (RPS) to ensure that teachers and schools are well-supported with instructional technology aligned to the division's strategic plan.

**Essential Duties and Responsibilities:**

- Leads and evaluates a team of ITRTs, ensuring all are effectively able to support schools in implementing RPS' core digital instructional tools to improve instruction
- Aligns instructional technology implementation to the RPS instructional vision and maintains coherence as additional tools, requests, and services evolve
- Collaborates and plans with departments across RPS to create high-quality resources and materials to best support district instructional technology initiatives
- Serves on a cross-functional division resource committee to evaluate digital resources to help enhance teaching and learning
- Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school program
- Manages division-wide priority resources, including planning and providing professional learning, coordinating technical assistance, monitoring implementation and usage, and managing renewals (e.g., Clever, Nearpod)
- Plans, coordinates, and manages division-wide professional learning for ITRTs including pre-service and during the school year
- Collaborates and coordinates with Technology Services to create norms, expectations, and policies for instructional technology
- Oversees the ITRT professional learning, including training from vendors and monthly or bi-monthly meetings
- Plans and coordinates training for division-wide priority resources
- Supports student and family engagement and outreach through use of interactive outreach platforms including social media, division and school websites, and digital media creation
- Performs other duties as assigned

**Qualifications:**

- Postgraduate Professional License with endorsement or eligibility for endorsement in administration and supervision required
- Minimum of three years of successful full-time experience as an Instructional Technology Resource Teacher in a public or nonpublic school setting preferred

- At least two years teaching in a core content area
- Ability to establish and maintain effective working relationships with school leaders and staff
- Demonstrated experience with collaborative division-level coordination teams
- Leadership and management experience preferred
- Excellent communication (oral and written) and presentation skills
- Bilingual/fluency in Spanish preferred