

POSITION TITLE: Teacher – Instructional Technology Resource Teacher – ITRT K-12

QUALIFICATIONS: Must possess a valid Collegiate Professional License with appropriate level endorsement and have a minimum of three years of recent successful teaching experience. Must have excellent communications, organizational, presentation, facilitation and interpersonal skills. Must have experience in conducting technology workshops and creating and modifying curricular lessons and activities. Must have knowledge of the Virginia Computer/Technology Standards and the Richmond Public Schools K-12 Computer/Technology Scope and Sequence. Must have knowledge of curriculum integration techniques and data-analysis as it relates to instruction. Must have a working knowledge of computer hardware, software and peripherals and the following are recommended: Microsoft Windows, Macintosh, and iOS Operating Systems, MS Office (Word, Excel, Access, PowerPoint), Interactive Achievement, Compass Learning, subject-area software, electronic grade books, United Streaming, Internet Resources, Google, SMART Notebook, Mimeo, and scientific probeware.

PERFORMANCE EXPECTATIONS: Provides on-site and on-demand support to classroom teachers. Seeks to improve student learning by modeling and assisting teachers in the use of applications and best practices related to technology use across all curriculum areas. Serves as a resource to classroom teachers, but not intended to serve as classroom teachers. Trains teachers to use technology in the most effective manner, and assists with curriculum development as it relates to educational technology. Develops lesson plans that integrate subject-area content and technology. Provides assistance in the implementation of the district and building-level technology plans. Provides guidance to the school administrative staff in the evaluation and selection of new software, hardware and materials to support instructional objectives. Maintains site-based software licensing documentation and ensures that all software is properly licensed. Maintains a school-based inventory of software, hardware, and peripheral equipment. Assists in coordination of scheduling of the school's computer lab(s) if applicable. Maintains technological competencies through research, coursework, attending conferences and workshops, and attending regular ITRT meetings and trainings. Provides after school and/or online training sessions not only for schools served but also for district Professional Development sessions. Performs other related tasks as required.

GENERAL DEFINITION AND CONDITIONS OF WORK: Duties performed typically in a school setting serving as a resource to classroom teachers. Work requires frequent standing, sitting, walking and light lifting up to 10 pounds. Effective verbal and written communication skills for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing written or computer data.

REPORTS TO: Instructional Specialist, Library Media & Technology Resources

PAY SCHEDULE: Teacher Salary Schedule

LENGTH OF CONTRACT: 210 Days (10 months)

FLSA: Exempt