

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Technology Teacher

QUALIFICATIONS:

1. Current teaching certificate.
2. An understanding of the technology used by the district.
3. Ability to provide relevant technology in-service to all district personnel.
4. Good interpersonal skills.
5. Technology training and/or experience.
6. Demonstrated proficiency in educational software.
7. An understanding of the role of technology in curriculum and instruction.
8. Proficient in Mac and IBM platforms.

REPORTS TO: Technology Administrative Chairs

JOB GOAL: To provide the fullest possible educational opportunity for each student by maintaining computer systems and training staff in their uses.

PERFORMANCE RESPONSIBILITIES:

1. Analyzes existing computer related programs and potential modifications to assist decision-making.
2. Maintains a library of current information on software.
3. Conducts frequent in-service programs at each school to improve the ability of personnel in the use of the technology available to them.
4. Coordinates building level in-service with the building principal and/or media specialist.
5. Cooperates with instructional leaders and/or committees to determine appropriate use of computers for instruction in all subject areas.
6. Provides assistance to personnel on all summer curriculum projects as it affects the inclusion of a technology strand in each curriculum.
7. Serves as an advisory member to each building committee and as a member of the district Technology Committee.
8. Teaches demonstration classes to model the use of technology.
9. Assists the K-12 Technology Committee in formulating and implementing an educational technology district-wide long range plan.
10. Other duties as assigned by the administrative chair of the technology committee.
11. Monitors district technology budget.
12. Annually updates district technology vision.
13. District liaison with AEA and other agencies.
14. Assists the administration with the overall purchasing of district hardware and software.

- 15. Maintains a regular schedule of building visits.
- 16. Coordinates assignments of other district technology-staff.

TERMS OF EMPLOYMENT: Teacher contract plus 20 days.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Non-Professional Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by _____ Date _____
(Incumbent)

(This job description contains only measurable performance responsibilities)

4/1/03