

<p>ST. TAMMANY PARISH SCHOOL BOARD Department of Human Resources Job Description Title: Instructional Technology Curriculum Specialist (FLSA: Exempt)</p>	<p>Division: Curriculum and Instruction Department:</p>
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Performance Responsibilities:

Design and Evaluation - Assumes responsibilities for the design and evaluation of all instructional technology aspects of the curriculum for the School System.

- Defines and implements strategies to facilitate the integration of instructional technology into the classroom curriculum
- Plans, develops, and conducts staff development activities to train teachers and librarians in the use of instructional technology
- Facilitates the development and implementation of school improvement plans as they relate to the use of technology in support of student achievement
- Participates in the annual evaluation of the instructional technology training program, helps in developing recommendations for program improvement, and initiates actions required to bring about the desired change

Leadership - Assumes leadership in the development of instructional technology curriculum guides, inservicing employees, demonstrative methods, techniques, equipment, etc., and providing assistance in all areas of instructional technology as it relates to curriculum.

- Communicates with teachers and librarians about instructional technology training, equipment, software, curriculum materials, instructional video, and other technology resources
- Conducts instructional technology workshops for teachers and librarians at the STPSB Treen Technology Center and at schools
- Performs classroom demonstrations of technology rich lesson plans
- Serves as representative to instructional technology curriculum projects
- Works with teachers, librarians, and school committees on instructional technology issues
- Confers with principals and others on instructional technology issues
- Orients new teachers and librarians in the instructional technology area
- Provides one-on-one support in curriculum development and technology use to teachers and librarians
- Assists with the development of instructional technology curriculum guides
- Any and all duties as assigned my Assistant Superintendent of Curriculum and Instruction or designee.

Management - Implements practices and procedures to maintain effective use of instructional technology in the School System.

- Assists in collecting, processing and utilizing resource materials, and keeping school personnel informed of current trends and developments in the instructional technology field
- Manages the Professional Development Center at the STPSB Treen Technology Center; order materials and equipment, monitor teacher and librarian use of the Center, and maintain inventory of materials and equipment
- Monitors the quality and content of all school web sites
- Designs and maintains the school district web site

Student Services - Initiates practices designed to promote the success and well being of students.

- Analyzes pupil progress and teaching methods related to the use of instructional technology in the classroom

School / Community Relations - Initiates practices designed to provide effective school / community relations.

- Serves as a resource person to interested groups in the community relative to the use of instructional technology in the classroom curriculum

Professional Development - Plans for professional self development.

- Uses evaluations to grow professionally
- Participates in activities that will facilitate professional growth and development
- Makes use of recommendations for improvement

Minimum Qualifications:

- United State citizen or authorized alien
- Louisiana Teaching Certificate
- Master's degree from accredited college/university in education
- Five years of successful school experience in appropriate areas, three (3) of which must be during the 5 year period immediately proceeding appointment to the position
- Demonstrated success as a classroom teacher or librarian with knowledge and mastery of a variety of effective instructional strategies
- Demonstrated ability in the use of a variety of instructional technologies and software applications through course work, workshop participation and presentation, and completed projects and products
- Ability to use Windows and Macintosh operating systems and common instructional technology equipment effectively
- Demonstrated ability to use common classroom productivity, multimedia, communications, and instructional software
- Ability to support learning and curriculum delivery, develop effective technology rich lessons, and provide professional development to teachers and librarians
- Ability to evaluate software and hardware and make recommendations for its use in the classroom curriculum.
- Possess physical skills and stamina to perform job functions, tasks, and duties

Terms of Employment: Twelve (12) months a year.

Reports to: Assistant Superintendent of Curriculum and Instruction or designee

Job Goal: To develop ways in which the school's and district's objectives may be better achieved in regard to the use of instructional technology in the curriculum. This is not a supervisory position.

Signature of Evaluatee: _____

Print Name of Evaluatee: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities evaluation instrument for the position. I understand that my term of employment is twelve months.

Evaluatee's Employee Identification Number: _____

(MUNIS ID #)

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the potion and has so indicated to the evaluator.