

JOB DESCRIPTION

Title: Technology Resource Teacher (FLSA: Exempt)

Performance Responsibilities

Design and Evaluation-Assumes responsibility for helping teachers increase their skills and improve their performance.

- Assists in orientation, induction and training of new teachers.
- Coordinates and cooperates with the principal and curriculum specialists in formulating in-service training programs for teachers within the individual buildings to which he/she is assigned.
- Assists in the evaluation, development and improvement of courses of study and instructional activities.
- Delivers workshops in an ongoing and effective manner to optimize learning.
- Provides alternative strategies for integrating the use of technology in regards to content, process and product.

Leadership-Assumes leadership in helping teachers improve classroom instruction and classroom management procedures.

- Observes, consults with and assists individual classroom teachers in their instructional and classroom performance.
- Participates in departmental/grade level meetings at the local school level.
- Assists in coordination of local school testing.
- Assists in the selection of technology.
- Models lessons/learning activities with embedded technology.
- Works as a member of the School Improvement Plan Team to achieve school goals.

Management-Implements practices and procedures to maintain an adequate learning environment.

- Assists in collecting, processing and utilizing student test data.
- Assists in collecting, processing and utilizing resource materials.
- Identify, locate, evaluate, appropriate district approved instructional hardware and software to support instruction.

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.
- Fosters individual growth in knowledge of current research on instructional practice.

Performs any other duties as assigned by the Principal or his/her designee.

Minimum Qualifications: Valid Louisiana Teaching Certificate in any Elementary and/or Middle School Grades (Pre-K to 8) Certification area, Master's Degree, five (5) years teaching experience, and outstanding human relations and communication skills. Preferred certification – Educational Technology Facilitator add-on.

Terms of Employment: 9 1/2 Months

Reports to: School Principal

Supervises: None

Job Goal: To help teachers increase their skills and improve their performance, especially in the area of instructional technology, so that each child in the district may be provided with educational opportunities of a consistently high standard. This is not a supervisory position.

Signature of Evaluatee: _____
Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Munis ID Number: _____

Date: _____

Signature of Evaluator: _____
Signature indicates that the evaluator has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.