

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: TEACHER-TECHNOLOGY-ELEMENTARY

QUALIFICATIONS:

1. Certified teacher with hours toward educational technology degree or comparable educational technology field experience. Preference would be to have a master's in instructional technology.
2. Strong organizational skills.
3. Familiar with district policies and procedures.
4. Demonstrated ability to communicate effectively electronically, orally and in writing.
5. Ability to work well with an adult learner effectively.
6. Ability to provide professional development to groups of teachers and administrators.
7. Ability to organize and maintain technology equipment and technology classroom.
8. Computer skills including word processing, spreadsheets, presentations, publishing, keyboarding and Google applications.
9. Personal transportation to attend work related training and errands would be preferred.
10. Must successfully pass a background check that is satisfactory to the Board of Education.
11. Must be willing to attend technology conferences and training to increase knowledge base.
12. Must be willing to attend technology based performance assessment training.

REPORTS TO: Principal

JOB GOAL: To provide students/teachers of the Ozark R-VI District with technology educational instruction and support which will foster and accelerate their intellectual, social and career development with incorporating technology skills in their learning process and through job-embedded professional development.

PERFORMANCE RESPONSIBILITIES:

1. Demonstrate exemplary classroom technology practice and possess a deep understanding of technology skills:
 - * Ongoing teaching of children in a variety of settings and grade levels (K-6)
 - * Be able to research technology to enhance curriculum in the classroom.
 - * Extend technology competencies through professional development opportunities.
2. Manage and evaluate the school's technology program to ensure the highest level of quality:
 - * Evaluate student achievement by observation
 - * Evaluate effectiveness of the overall technology program
 - * Identify needs and make recommendations for appropriate technology resources.
 - * Provide technology information and research technology sites.
3. Provide leadership for technology across the school community:
 - * Collaborate regularly with the technology teachers to report on progress, share ideas and plan next steps
 - * Network with other technology teachers in developing, implementing, and researching the technology-based program
 - * Communicate the results of the technology program and spotlight the school as a Technology Enriched School.
 - * Collaborate and network with the school district regarding the Technology Vision of the district.
 - * Must be willing to administered technology based performance assessments.

PHYSICAL DEMANDS: Ability to move around in the instructional area and able to carry technical equipment.

TERMS OF EMPLOYMENT: Base annual contract of nine months as per approved school calendar; compensation as per adopted salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Evaluated annually by the building administrator

APPROVED BY SCHOOL BOARD: February 21, 2019