

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Instructional Technology Specialist**

## **Job Overview**

- Certified Staff Salary Schedule
- 184 days as set in the annual calendar
- Reviewed annually with recommendation for re-employment by April
- Reports to Assistant Superintendent

## **Qualifications**

- Bachelor's Degree (Master's Degree in Technology Education or related field preferred)
- Teacher Certification by the State of Missouri
- Three or more years of classroom teaching
- A good understanding of practical application of learning theory (constructivism and authentic learning)
- High level of motivation (willing to work long hours to accomplish worthy goals)
- Passion for teaching and the education profession
- Practical understanding of instructional technologies: Instructional and assessment software applications; web apps programming; coding; digital creation; and blended learning
- Ability to communicate effectively with individuals, small and large groups, by correspondence or oral expression
- Ability to organize and plan effectively
- Experience leading collaborative teams
- Experience in data analysis
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Other Working Conditions**

- Non-tenured contract effective July 1
- Vacations, leave policies and fringe benefits as stated in Board policies
- Spend the necessary time required to fulfill the duties of the position
- Opportunity to continue professional preparation with the prior approval of Administration
- Opportunity to attend professional meetings at district expense
- Work cooperatively with administration and staff throughout the district

## **Responsibilities and Duties**

- Meet monthly (more if necessary) with the technology coordinator and curriculum director to discuss current and future technology training needs for district teachers
- Design and implement a technology training program that covers ongoing visits to each of the district's schools. Meet with groups of teachers during their planning time to discuss technology integration for instructional lessons
- Coach and model effective use of technology tools and resources to continuously assess student learning and technology literacy by using a variety of formative and summative assessments aligned with Missouri Learning Standards and ISTE student technology standards
- Develop and implement effective professional development for staff
- Coach and model effective use of technology tools and resources to systematically collect and analyze student achievement data, interpret results and communicate finds to improve instructional practices and maximize student learning

- Assist and support teachers as they develop blended learning activities and navigate the district's learning management system (LMS) and digital resources (e.g. course outcomes, implementation of effective teaching strategies, coaching results) for the purpose of developing relevant and personalized learning for all students
- Use district-approved resources to assist students with digital citizenship and to build capacity for success
- Inventory and monitor usage and repairs of assigned technologies
- Promote the proper care and maintenance of district technology equipment and programs
- Assist with the annual distribution and collection of student devices to ensure effective maintenance of devices
- Participate in professional growth activities
- Participate in instructional technology conferences and workshops as approved by the District and share knowledge of local, state and national instructional technology initiative with faculty by means of demonstrations, printed materials, etc.
- Demonstrate positive interpersonal relationships with students, staff and patrons
- Conducts self at all times as a representative of the school
- Work cooperatively with the directors, district coordinators and administrators in the supervision and coordination of the respective programs
- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administrators

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.