

**SCHOOL DISTRICT OF BAKER COUNTY
JOB DESCRIPTION**

TEACHER, INSTRUCTIONAL TECHNOLOGY (K-12)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Certified by the State of Florida in an appropriate area.

KNOWLEDGE, SKILLS AND ABILITIES:

Demonstrated written and oral communication skills. Knowledge of effective teaching techniques. Technical knowledge in hardware and software operations and uses. Ability to work cooperatively with colleagues and follow State and District guidelines.

REPORTS TO:

Principal

JOB GOAL

To enhance the delivery of instructional strategies in order to provide a more effective educational program for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Possess interpersonal skills relative to the training of students and / or staff in the use of instructional technology.
- *(2) Understand computer operations.
- *(3) Develop and maintain a broad working knowledge of media equipment as well as hardware peripherals. .
- *(4) Develop and maintain basic knowledge of troubleshooting and repairing hardware.
- *(5) Maintain a basic knowledge of software applications.
- (6) Maintain an inventory of hardware and software resources.
- *(7) Maintain knowledge and skills necessary to operate a local area network and a wide area network.
- (8) Apply basic financial skills relative to the budgeting and purchasing of technology hardware and software.
- *(9) Plan a program of study for students that incorporate State and District requirements.
- *(10) Create a classroom and lab environment that is safe, conducive to learning and appropriate to the maturity and interests of the students.
- *(11) Establish clear goals and lesson plans for achievement of curriculum goals.
- *(12) Employ instructional methods and materials most appropriate for meeting stated objectives and goals.

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TEACHER, INSTRUCTIONAL TECHNOLOGY (K-12) (Continued)

- (13) Encourage student and staff participation in program.
- (14) Attend and participate in faculty meetings, staff meetings and committee meetings.
- (15) Perform supervisory duties as assigned.
- * (16) Use effective, positive interpersonal communication skills.
- (17) Complete reports and maintain records as required.
- (18) Assist in writing grant proposals as required.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and / or up to 20 pounds of force frequently and / or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5