



# SUPPLEMENTAL

## INSTRUCTIONAL TECHNOLOGY CHAIR

### JOB DESCRIPTION

**JOB TITLE:** Instructional Technology Chair  
**REPORTS TO:** Campus Principal  
**LOCATION:** Campus  
**AVAILABLE:** 1 Per School As Needed

**FLSA STATUS:** Supplemental  
**PAY GRADE:** SUP (2)  
**ASSIGNMENT:** One Year Appointment  
**JOB ID & DATE:** SUP-S05 | May 2025

---

### JOB PURPOSE SUMMARY

The Instructional Technology Chair provides peer-to-peer support for instructional staff in the use of technology to enhance teaching and learning. This role is designed to help foster innovation, improve digital integration in the classroom, and promote responsible device use. The chair models effective instructional strategies using district-approved tools, supports professional development, and assists with the coordination of school-wide technology initiatives such as 1:1 device management. This position is held in addition to a full-time teaching assignment and is focused on collaborative support—not supervision—of colleagues.

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Device and Technology Management

- Serve as the primary contact for reporting broken devices and coordinate their repair or replacement with the Technology Department.
- Manage requests for new or replacement hardware, ensuring staff have the necessary tools to support instruction.
- Maintain and update an inventory of all building technology, including laptops, tablets, and other devices.

#### Policy Enforcement and Reporting

- Track and report technology damage rates across the building, identifying patterns and implementing strategies to reduce damages.
- Enforce district policies related to the use and maintenance of technology, collaborating with staff to ensure adherence.
- Collect and analyze data on technology use and damage, presenting findings to district leadership as needed.

#### District Technology Integration Team Participation

- Represent the building on the District Technology Integration Team (DTIP), contributing to district-wide technology strategies.

- Collaborate with district-level colleagues to integrate technology into curriculum and instruction, ensuring building alignment with district goals.

#### Collaboration and Support

- Provide guidance and support to staff regarding the use of educational technology in the classroom.
- Offer training and professional development opportunities to ensure effective use of technology tools.

#### Professional Growth and Development

- Stay informed about new developments in educational technology and share relevant updates with staff.
- Participate in district-led professional development related to technology integration.

#### Instructional Support

- Collaborate with fellow teachers to model and co-plan lessons that integrate instructional technology aligned with curriculum goals and student engagement strategies.
- Offer peer training, informal coaching, and small group sessions on best practices for classroom technology use. Help build confidence among staff in trying new digital tools.

#### Promoting Digital Citizenship

- Assist in promoting safe, ethical, and responsible use of technology by students and staff in alignment with district policies.
- Curate and share resources related to instructional technology tools and apps. Keep staff informed about updates, new tools, and district-supported platforms.
- Help create a culture of innovation by encouraging staff to try new instructional approaches and by celebrating successful use of technology in the classroom.

#### Collaboration with Administration and IT

- Act as a liaison to help communicate classroom needs and suggestions to administration and the district IT department. Participate in site-based or district meetings related to instructional technology when appropriate.
- Assist in technology preparations for online assessments and support school efforts in digital learning contingency plans if needed.

## **EVALUATION AND PAYMENT DETERMINATION**

To ensure accountability and alignment with the purpose of the supplemental assignment, the building principal and teacher will collaboratively evaluate the extent to which the duties were fulfilled at the end of the year. This evaluation will be used to determine stipend eligibility. The conclusions of the evaluation will not be subject to further review.

- Provided peer support and co-planning around technology integration during the year.
- Served as the primary contact for reporting broken devices and coordinate their repair or replacement with the Technology Department
- Facilitated or co-facilitated at least two (2) staff learning opportunities related to instructional technology?
- Assisted with device distribution, tracking, and troubleshooting efforts throughout the year?
- Was available as needed to set-up, tear-down and troubleshoot technology at but not limited to events, staff development sessions or presentations?
- Maintained communication with administration and/or IT staff to report needs and share updates?
- Participated in or supported a schoolwide initiative involving technology (e.g., testing, resource development, digital citizenship)?

<b>Completion Level</b>	<b>Description</b>	<b>Stipend Determination</b>
<input type="checkbox"/> 75–100%	Most or all duties completed	Full Payment
<input type="checkbox"/> 50–74%	Some key duties completed	Partial Payment
<input type="checkbox"/> Below 50%	Minimal contribution or participation	No Payment or reduced proportionally

## **TRANSPARENCY IN PAY AND BENEFITS**

Adams 14 is committed to pay equity and transparency and complies with the Colorado Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.). The District ensures that compensation practices are fair and aligned with experience, responsibilities, and district guidelines.

Compensation for this supplemental position is a fixed annual stipend for the 2025–2026 school year, based on duties completed and as outlined in the Adams 14 Supplemental Pay Schedule. Final payment may be adjusted based on the percentage of duties completed, as determined by the building principal.

Benefits: Not applicable. This is a supplemental position and is not benefits-eligible.

For more information, please consult the Adams 14 Employee Benefits Guide available on the District's website.