SOUTHINGTON Public Schools

JOB DESCRIPTION

TITLE: **INSTRUCTIONAL TECHNOLOGY CLASSROOM ASSISTANT**

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree.
2. Strong technology skills, including educational software, word processing, database, spreadsheet, web development, presentation, and digital video/audio editing.
3. Experience using and/or training in systems such as PowerSchool, Google Apps for Education, and OneDrive.

PREFERRED QUALIFICATIONS:

1. A valid Connecticut teaching certificate in any area.
2. Experience providing technology-based professional development.
3. Experience with methods for integrating technology into the curriculum such as asynchronous and synchronous learning, learning management systems (LMS), document sharing, and digital assessment.
4. Ability to collect and analyze data from a variety of sources and make recommendations.

REPORTS TO:
Digital Learning Coordinator

JOB GOAL:
Work with the Digital Learning Coordinator to support the integration of technology in classrooms and support structures necessary to improve learning with digital tools.

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with the Technology Leadership Team and Curriculum Coordinators to support teaching and learning.
2. Study, evaluate, and, as appropriate, recommend to the Digital Learning Coordinator instructional technology platforms/tools.
3. Collaborate with the District Instructional Technology Committee for the use and training in Generative AI.
4. Assist teachers in special education to support assistive technology uses in the classroom.
5. Assist schools and classroom teachers with technology uses in the classroom.
6. Conduct staff training workshops, as needed.
7. Maintain database of instructional tools and access levels.
8. Manage a calendar of meetings and assist with scheduling.
9. Prepare communications regarding district technology.
10. Troubleshoot learning platforms to assist teachers and students with access and use issues.

EVALUATION:
Performance of the job will be evaluated annually by the Digital Learning Coordinator or designee.

Approved by Board of Education: 12/11/2025