

## Instructional Technology Cadre Leader

<b>DEPARTMENT:</b>	TECHNOLOGY	<b>REPORTS TO:</b>	Building Principal
<b>WORK SCHEDULE:</b>	10-MONTH	<b>COMPENSATION:</b>	Stipend
<b>FULL/PART TIME:</b>	Part-time	<b>FLSA STATUS:</b>	EXEMPT

### Position Description

The Instructional Technology Cadre Leader (“ITC Leader”) supports the district by facilitating the use of technology to enhance student learning, participating in and leading professional development, and contributing to instructional technology planning. This role is designed for teachers seeking to broaden their edtech skills and positively impact classroom instruction through innovative technology integration.

Task Title	Essential Job Functions	Percent of Time Spent
Coaching	<ul style="list-style-type: none"> <li>● Provide guidance to peers and share knowledge of educational technology resources.</li> <li>● Deliver the equivalent of 4 days of job-embedded coaching in peer classrooms with a focus on practical technology integration techniques.</li> <li>● Assist in onboarding new teachers with a focus on district-specific technology tools and sharing effective usage strategies and resources.</li> </ul>	35%
Professional Development Facilitation	<ul style="list-style-type: none"> <li>● Conduct and participate in the equivalent of 2 days of professional learning workshops and sessions.</li> <li>● Engage in the equivalent of 4 after-school learning/collaboration sessions (1.5 hours each).</li> <li>● Facilitate discussions and feedback sessions post-training to ensure continuous improvement in technology integration.</li> </ul>	30%
Technology Integration Leadership	<ul style="list-style-type: none"> <li>● Champion the effective use of technology tools and apps in teaching and learning, both at the school and district levels.</li> <li>● Collaborate with colleagues and administrators to align technology use with educational goals, ensuring it enhances learning outcomes.</li> <li>● Assist in the development of a PK-12 instructional technology plan, with grade-span expectations for student experiences and skill development.</li> </ul>	25%
Development	<ul style="list-style-type: none"> <li>● Earn “Apple Teacher Portfolio” recognition by completing 12 self-paced learning courses (6 hours) and 9 lesson plans in <a href="#">Apple Learning Center</a>.</li> <li>● Stay updated with the latest trends in educational technology and instructional practices.</li> <li>● Contribute insights and feedback to the Curriculum &amp; Instruction and Technology Services teams to enhance the district’s technology strategy.</li> </ul>	10%

<b>FLSA Status</b>	Exempt
<b>Education and experience requirements</b>	Current KSD certified staff member. Missouri state teaching certificate required in subject and grade level taught. Provisional certification acceptable.
<b>Physical effort required to achieve the functions of the job</b>	Able to lift and carry up to 25 pounds. Must be capable of standing for long periods of time. Regular attendance is a necessary and essential function. Rarely absent or late unless the situation is of an emergency nature.
<b>Mental effort required to achieve the functions of the job</b>	Establishes and maintains effective relationships with students, staff, and community. Must be able to communicate clearly both verbally and in writing. Must be able to effectively organize and prioritize work. Able to give and follow written and oral instructions. Ability to work independently. Ability to maintain strict confidentiality. Remains calm, uses good judgment, and thinks quickly and rationally in difficult or stressful situations. Ability to make responsible decisions on behalf of the students, staff, and community. Diffuses stressful situations with others. Makes a considerable contribution towards establishing positive relationships in all interactions. Positively develops cooperation of others. Consistently Exceeds expectations in response to requests. Encourages teamwork and places the success of the team above individual gain.
<b>Working environment</b>	General classroom conditions.
<b>Tools and equipment used on the job</b>	

## Qualifications

### EEO Statement

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

Last Updated: April 22, 2024