



**Job Title:** Middle School Website and Instructional Technology Lead (Supplemental Assignment)

**Supervisor:** School Principal

**Terms of Employment:** This is a supplemental assignment in addition to regular teaching duties and is compensated according to the district supplement schedule. The position is a one-year appointment made at the discretion of the principal and is not guaranteed from year to year.

### **Job Summary**

- Serves as a teacher leader responsible for supporting the effective integration of instructional technology to enhance teaching, learning, communication, and school operations.
- Ensures that digital tools, platforms, and resources are used in ways that are aligned to district expectations, school improvement goals, and best practices in digital learning.
- Provides positive and productive leadership aligned to the principal's vision and supports staff in leveraging technology to improve student engagement, instruction, and communication with families.

### **Essential Duties**

#### **Website and Digital Communication Management**

1. Maintain and update the school website to ensure accurate, current, and engaging content.
2. Ensure website compliance with district guidelines, accessibility standards, and branding expectations.
3. Coordinate with staff to post announcements, events, and important school information.
4. Coordinate communication tools, including newsletters, apps, and online platforms, to engage families and stakeholders.

#### **Instructional Technology Support**

1. Support teachers with the integration of instructional technology tools and digital resources.
2. Provide training and support on district platforms and instructional technology applications.
3. Promote effective and innovative use of technology to enhance teaching and learning.
4. Assist with troubleshooting basic technology issues and communicate needs to IT support as appropriate.

#### **Digital Learning and Schoolwide Implementation**

1. Support implementation of district technology initiatives and digital learning goals.
2. Collaborate with administration to align technology use with the school improvement plan.
3. Monitor and promote digital citizenship and responsible technology use among students.
4. Stay current on emerging technologies and share best practices with staff.

#### **Communication and Social Media**

1. Coordinate school social media platforms and post content to support communication and engagement.
2. Ensure consistent messaging across digital platforms in alignment with school priorities and district expectations.

### **Operations and Resource Management**

1. Maintain inventory and monitor the department budget for instructional technology resources.
2. Support organization and tracking of technology devices and digital tools as assigned.

### **Expectations**

1. Maintain full classroom teaching responsibilities while fulfilling supplemental duties.
2. Participate in required meetings, training, and planning sessions.
3. Collaborate closely with administration to align technology initiatives with school goals.
4. Uphold all district policies, school procedures, and professional standards.
5. Perform additional duties as assigned in support of school communication and instructional technology needs.

### **Minimum Qualifications (Knowledge, Skills and Abilities Required)**

1. Valid South Carolina teaching certification.
2. Minimum of three years of successful classroom teaching experience (preferred).
3. Demonstrated instructional expertise, particularly in literacy and/or core content areas.
4. Strong facilitation, communication, and organizational skills.
5. Ability to lead adult learning and build capacity among peers.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus
- Ability to sit and stand for extended periods of time
- Manual dexterity for the purpose of using a telephone and data entry
- Read a computer screen and printed material with or without vision aids
- Hear and understand speech at normal levels and on the telephone
- Speak in audible tones so that others may understand clearly in person and on the telephone

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supplement Amount: \$2,000.00

***This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.***