



Missouri River Area Career and Technical Center Information Technology Teacher with Technology Coordination

Purpose Statement

The job of Information Technology Teacher with Technology Coordination is to provide high-quality online information technology (IT) education coursework and learning opportunities for high school students. This includes teaching various IT-related subjects and managing technical aspects of the learning management system (LMS) to support MRACTC teaching staff and students.

Supervisory Relationship

Reports to: MRACTC Director (or assigned designee)

Essential Functions

- **Communication and Interaction:** Engage with students, staff, school facilitators, school administrators, program administrators, industry/community partners, and others to ensure positive learning and working relationships that enhance IT courses and overall CTE programming.
- **Learning Environment:** Create and maintain a positive online learning environment by developing and deploying appropriate course content and collaborating with participating schools to support the intellectual, physical, social, and emotional development of students.
- **Instructional Planning:** Develop, select, and modify instructional plans and materials to meet the diverse needs of students. Plan and provide appropriate learning experiences.
- **Student Monitoring:** Monitor and evaluate student outcomes based on ND State Standards and/or industry certifications. Maintain appropriate records and follow required procedures and practices. Provide regular progress reports.
- **Professional Competence:** Strive to maintain and improve professional competence through ongoing learning and professional development.
- **Equipment Maintenance:** Maintain program equipment, advise on necessary purchases for online course delivery, and ensure appropriate use and care of equipment and materials.
- **Class Preparation:** Prepare for online classes and show written evidence of preparation upon request. Use appropriate technology to interact with and assist online students, fostering positive learning experiences.
- **Technical Support:** Provide periodic and ongoing technical support to MRACTC teachers and program administration. Implement enhanced methodologies within applicable learning platforms.
- **LMS Management:** Annually backup and restore current online course content within the LMS. Develop and maintain student account information and enrollments for applicable courses.
- **Advisory Committee Coordination:** Coordinate and attend program advisory committee meetings per ND State CTE Department requirements.
- **Program Participation:** Attend and participate in program meetings and professional learning opportunities.
- **Professional Growth:** Pursue professional growth through reading, workshops, seminars, conferences, and advanced coursework at institutions of higher learning.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** Maintain prompt and consistent attendance.
- **Perform Other Duties:** Carry out additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Strong organizational skills.
- Effective communication and interaction skills.
- Proficiency in using and managing LMS platforms (e.g., Moodle, Google Classroom).
- Ability to develop and modify instructional materials.

Knowledge

- Understanding of ND State Standards and industry certifications.
- Familiarity with IT subjects such as Introduction to Information Technology, IT Essentials, Internet of Things, Introduction to Programming/Coding, and Networking Fundamentals.

Abilities

- Engage effectively with diverse groups.
- Maintain accurate records and follow procedural guidelines.
- Provide technical support and implement enhanced methodologies in online education.
- Adapt to changing educational and technological landscapes.

Responsibility

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives. The role requires managing multiple responsibilities and providing significant support to the educational program.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and under conditions with minimal exposure to risk of injury and/or illness.

Experience

Experience in teaching and technology coordination is required
Previous experience with LMS platforms is preferred

Education

Bachelor's degree in education

Certificates and Licenses

Valid ND Teaching License (or ability to obtain through ND Transition to Teaching Program)
Valid CTE Credential (or ability to obtain)

Continuing Education/Training

Participate in ongoing training and professional development as required

Clearances

Criminal justice fingerprint/background clearance

FLSA Status

Exempt

Salary Grade

Salary and work year to be established according to current and subsequently negotiated schedules and contracts.

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