

JOB DESCRIPTION

POSITION TITLE: TECHNOLOGY RESOURCE TEACHER

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The Technology Resource Teacher will coordinate the effective use of instructional technology through the integration of technology into all curriculum content areas by collaborating with teachers and modeling effective teaching practices in the classroom.

KNOWLEDGE OF:

- Kentucky Education Technology System (KETS)
- Student, Teacher, and Administrator Technology Standards
- Operations of computers and other instructional technology devices
- Word processors, Spreadsheets, Databases, Presentations and STUDENT INFORMATION SYSTEM (SIS) Applications
- Creation of web pages
- Internet and e-mail applications
- Excellent communications skills

PERFORMANCE RESPONSIBILITIES:

The Technology Resource Teacher will:

- Advise and assist teachers with the effective integration of technology into the curriculum.
- Develop appropriate, content-specific units or curriculum with technology integration through collaboration with classroom teachers.
- Model effective teaching practices with technology at all times while in the classroom and during professional development activities for teachers.
- Assist administrators, staff, and students with meeting all relevant technology standards.
- Provide individual, small group, and large group assistance with using technology.
- Communicate effectively with administrators, faculty, staff, students, and parents.
- Disseminate content-specific technology information to appropriate teachers and school staff.
- Create and maintain a website with technology integration strategies and resources.
- Conduct and/or coordinate technology professional development for all school staff.
- Evaluate and recommend instructional software, websites, and other resources for enhanced instructional opportunities.
- Promote the appropriate use of technology as a tool for learning in all content areas at all times.
- Maintain required records, including lesson plans, professional development training materials, participation logs, and other required records.
- Assist with the coordination of Student Technology Leadership Program activities and projects.
- Attend the Kentucky Teaching and Learning Conference, regional and state meetings, and other professional development sessions to keep abreast of emerging technology resources and strategies and their application in the classroom.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility

