

INSTRUCTIONAL TECHNOLOGY RESOURCE SPECIALIST

JD LOCATOR: 2.22.1

Adopted: 6/02

Revised: 3/03, 5/06, 11/09

REPORTS TO:	Director of Instructional Media and Technology
CLASSIFICATION:	Certified
FLSA STATUS:	Exempt
TERMS OF EMPLOYMENT:	Salary and work year as reviewed and established annually by the Board of Education
EVALUATION:	Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of certified staff.

JOB SUMMARY

To develop and maintain a program of computer education that uses to the best advantage the technology services of the district for the educational excellence of existing and new instructional programs.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Develops and implements the computer education program of the district in conjunction with others.
2. Cooperates with other instructional leaders to determine appropriate use of computers and online learning resources for instruction in various subject areas.
3. Cooperates with administration to develop plans for increased space and improved facilities to maximize use of computer assisted instruction, data search and retrieval, and newly developed instructional and management approaches.
4. Reviews, evaluates, and recommends the purchase of new commercial software and materials for the implementation and improvement of computer instruction in the district, and communicates such information to the instructional leaders of the district.
5. Maintains an inventory of computer equipment and list of software licenses in the district in conjunction with the media technology secretary and building librarians.
6. Provides for staff development in the use of the computer as an instructional tool.
7. Works with district committees to develop or procure computer programs to meet instructional needs.
8. Assists with preparation of information and presentations of the district computer education program to the public.
9. Works closely with principals, Director of Instructional Media and Technology Services, and other administrators to improve the instructional process.
10. Coordinates teachers' in-service development, user support, and the implementation of instructional computer programs.
11. Develops a working knowledge of the K-12 curriculum and technology curriculum that is articulated across all grade levels and integrated with regular instruction.
12. Attends curriculum meetings and administrative meetings as required.
13. Assists the Director of Instructional Media and Technology Services and other staff with annual evaluation of the district's computer education program, preparation of year-end reports, and district technology plans.
14. Researches funding opportunities and completes grant applications to benefit the instructional technology program. Assists district staff as needed with completion of grant applications which include instructional technology resources.
15. Advises district staff of survey and evaluation tools for online assessment for professional development, technology skills, and resource usage.
16. Recommends current and compatible models of hardware and accessories to district staff in accordance with the

district technology plan and equipment standards.

17. Provides emergency assistance as required to maintain district technology services.
18. Develops a flexible work schedule with the supervisor to maintain district technology services.
19. Maintains district student information system in conjunction with Director of Instructional Media and Technology Services and the Data Processing Director.
20. Assists Director of Instructional Media and Technology Services to assess technology needs and prepare the Educational Media Center and district technology budgets.
21. Performs other duties and responsibilities as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. Missouri Teaching Certificate
2. Master's Degree in Computer Instruction, Media and Technology Services, and/or Curriculum
3. Ability and expertise in use of microcomputers
4. Good interpersonal relation skills
5. Knowledge of Curriculum and Teacher Methodology
6. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to perform basic math using whole numbers, common fractions, and decimals consistent with the duties of this position.

REASONING ABILITY

1. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.

2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

PHYSICAL DEMANDS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is frequently required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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.

Employee experiences constant interruptions and inflexible deadlines. The noise level in this environment is quiet to loud. Duties are performed primarily indoors and occasionally outdoors. In-district and out-of-town travel required as necessary for training and/or to carry out duties and responsibilities.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature

Date

Supervisor's Signature

Date