

## JOB DESCRIPTION

### **TITLE**

Instructional Technology Resource Teacher (ITRT)

### **POSITION TYPE**

Exempt

### **PRIMARY FUNCTION**

Provides training and technology integration strategies for teachers and staff implementing technology into the curriculum with the goal of competent, sound, and creative use of various instructional hardware, software, and Internet configurations. Develops model lessons and instructional products for use in the classroom and provides technology coaching and support in the classroom.

### **MINIMUM QUALIFICATIONS**

- Collegiate professional certificate with an endorsement in elementary, middle or secondary education preferred, as well as course work or practical experience with instructional technology.
- Demonstrated professional and personal characteristics necessary for working effectively with school personnel and community members.
- Recent experience with Macintosh, MS-DOS, and Windows platforms, multimedia technologies and networks.
- Experience in developing technology based solutions in an educational setting.
- Ability to communicate well both orally and in writing.
- Ability to prepare reports, manuals, written and oral instructions.
- Knowledge of adult learning, organizational change and organizational learning

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to implement appropriate instructional technology to support SOLs and other instructional strategies.
- Ability to remain abreast of current educational research, instructional strategies and trends in technology integration strategies to enhance and support student achievement.
- Ability to research, locate and deploy web resources to support instruction.
- Ability to plan, develop and deliver training and ancillary materials related to the integration of software applications, hardware and peripherals into classroom instruction based upon sound, current educational research.
- Ability to establish and maintain effective working relationships with instructional and technical staff.
- Ability to communicate effectively both orally and in writing.
- Ability to develop complex instructions, documentation and technical reports.
- Ability to stay abreast of and analyze advancements and trends in the microcomputer industry and make recommendations for changes and improvements to systems and/or programs that support instruction.
- Basic knowledge and skill in troubleshooting hardware, software and network issues and experience with Windows 95, 2000 and XP operating systems

### **REPORTS TO**

Director of Teaching, Learning and Accountability

## **PERFORMANCE RESPONSIBILITIES**

- Assist with the implementation of the division instructional technology plan.
- Assist with curriculum planning and revision committees to integrate instructional technologies into all disciplines and programs K-12
- Assist with the development and delivery of in-service programs created for the appropriate use of instructional technologies in schools.
- Assist with budget preparation in the instructional technology plan.
- Assist with the evaluation and recommendation of software for use in the curriculum.
- Maintain inventories of all instructional hardware and software.
- Assist with the research into emerging/developing technologies and their uses in instruction.
- Serve as a alternate representative of the School Division on WHRO committees to include the CII (Consortium for Interactive Instruction) and the RSCPC (Regional Schools Contract Planning Committee), and the School University Network (SURN).
- Provide support and assistance to building level teachers, principals, and staff in instructional technology.
- Assist with schools' media center operations and support.
- Serve as the school division webmaster and assume responsibility for the content, design and maintenance of the school division's Internet and intranet web sites.
- Assist with the development of assessment tools and evaluation of instructional technology integration in instruction.
- Serve as a resource to teachers for the development of lesson plans.
- Works cooperatively and collaboratively with colleagues, support staff, and administration.
- Actively participates in professional growth activities and demonstrates professionalism.
- Contributes to the total school program by serving on governance teams, committees and task forces in the school and division such as: *student assessment teams; Child Study; Eligibility; IEP; and other professional Committees.*
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur.
- Performs other related duties as assigned.

## **WORKING CONDITION**

The duties of this position are complete and diverse. Successful candidate must have ability to multitask, deal with change and show initiative and assume responsibility for working productively with minimal supervision. Must have ability to sit for extended periods in an office environment. Must be able to see and read a computer screen and printed with or without visual aids, hear and understand speech at normal levels and on the telephone, speak clearly and in audible tones in person and on the telephone, follow oral and written instructions, and be physically agile to lift up to 25 pounds.

## **TERMS OF EMPLOYMENT**

11 months/220 days. Salary according to School Board Approved Budget

## **EVALUATION**

Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on the evaluation of licensed personnel

## **APPROVED BY SUPERINTENDENT**

01/19/2016 (Updated 7/15/19)

## **JOB DESCRIPTION PREPARED BY**

Director of Human Resources



The preceding job description is designed to indicate the general nature and level of work performed by employees within this classification. This job description is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Duties, responsibilities and activities may change at any time with or without notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position and has agreed that they are capable of and willing to perform in a reasonable manner the activities involved in the job and role for which they have offered.

Name (Print): \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

The Charles City County School Board (“School Board”) is an equal opportunity employer, committed to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel actions affecting employees or candidates for employment. Therefore, discrimination in employment against any person on the basis of race, color, religion, national origin, ancestry, political affiliation, sex, gender, gender identity, age, marital status, genetic information or disability is prohibited. Personnel decisions are based on merit and the ability to perform the essential functions of the job, with or without reasonable accommodation.

***The Charles City County Public Schools reserves the right to update, revise or change this position description and related duties at any time.***