



EVERGREEN PARK ELEMENTARY SCHOOL DISTRICT 124

2929 W. 87th Street • Evergreen Park, Illinois 60805-2328
Phone: (708) 423-0950 • Fax: (708) 423-4292 • Web: www.d124.org
Inspire, Empower, Achieve ... Every Student, Every Day

TITLE:	Technology Teacher, Elementary
LICENSURE:	Professional Education License, Technology Endorsement
CALENDAR:	182
FLSA STATUS:	Exempt
REPORTS TO:	Building Principal
SUPERVISORY RESPONSIBILITIES:	Not Applicable
EVALUATION:	Job performance will be evaluated by Building Administration

JOB GOAL:

Under the direction of the Building Principal and administration, the technology teacher will provide instruction for basic technology skills to students in Kindergarten through Grade 5. In addition, the technology teacher will work closely with classroom teachers to integrate the core curriculum of District 124 into the development and planning of all technology lessons.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES:

- Support the goals, philosophy, and mission of the district
- Establish and maintain effective relationships with students, parents, and colleagues
- Communicate effectively with students, parents, and colleagues
- Promote a positive learning environment that includes behavior management techniques appropriate to the needs of all students
- Plan, develop, and evaluate lessons for basic computer, keyboard, and internet skills to students in Kindergarten through 5th grade
- Develop lessons that include differentiation techniques
- Integrate the core content objectives in lessons as much as possible
- Teach internet safety including personal responsibility for technology use
- Facilitate and inspire student learning and creativity
- Assist students in connecting to technological principles in the real world
- Keep abreast of developments in the technology field by reading literature/journals, talking with colleagues, and professional development
- Evaluate and grade students' class work, assignments, projects, etc.
- Be aware of and monitor internet usage for students as outlined by District policy
- Collaborate with the building principal on technology updates
- Assist in the maintenance and upkeep of the computer lab materials
- Perform duties assigned by the administration following district policies, practices, and procedures and the negotiated agreement
- Work collaboratively with the other staff members in the building to assist them with educational technology needs
- Develop innovative lessons to challenge 21st-century learners
- Follow all standard procedures as outlined in the District Teacher Job Description
- Perform other duties assigned by the Building/District Administration per district policies, practices, and procedures aligned to the contractual agreement and/or District Strategic Plan



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QUALIFICATIONS:

- Professional Education License
- Technology Specialist Endorsement
- Excellent communication skills including verbal, listening, and written along with interpersonal skills

MENTAL DEMANDS

Knowledge

The employee must have foundational knowledge in a specific field. Ability to read, analyze, and interpret procedures and regulations. Ability to communicate verbally and perform technical writing, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of staff, students, administrators and the general public. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Ability

The employee shall support the district in the communication of the district's mission and goals; engage in the collaborative dialogue with peers; maintain records and prepare reports; read, interpret, apply, and explain policies and procedures; meet the requirements of schedules and timelines; take professional initiative; plan and organize work independently; develop effective staff development; read a variety of materials; efficiently employ differentiated management methods; learn new methods of management through ongoing professional development; ability to work cooperatively and effectively with other certified and non-certified personnel, parents, and community members. Maintain confidentiality of employee information at all times.

Education/Preparation

The employee shall possess the equivalent of a high school diploma or higher; successful employment in a similar role; successful completion of any applicable proficiency exams; and possess/maintain appropriate current and/or future licensure expectations through the State of Illinois.

Reasoning

The employee must have the ability to solve complex problems in situations where only limited standardization exists. Ability to interpret instructions provided through written and oral form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk or hear, and taste or smell. The employee frequently is required to use hands to handle or feel instructional and technological resources. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The employee shall possess exemplary oral and written communication skills. The employee shall be proficient with technological aspects of the position, including computing software and hardware, as well as video and camera equipment and software. The employee shall use board approved resources and technology. While performing the duties of this job, the employee occasionally works in a building setting with children, works in outdoor weather conditions, and is subject to noises associated with both an educational environment and other setting such as the gymnasium, lunchroom, library, busses, traffic, construction sites, server rooms, and boiler rooms.



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The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

UPDATED

- September 2025