

Monroe County Schools
JOB DESCRIPTION



TITLE: Instructional Technology Coordinator

PAY TYPE: Administrative

CONTRACT/WORK YEAR: 200

REPORTS TO: Chief Technology Officer

PRIMARY FUNCTION: Provide leadership and support in the use of technology in teaching and learning, serve as an advocate for the effective integration of technology into the curriculum, and serve as a leader in professional development that links the use of technology to classroom applications and improved student achievement and teacher productivity.

MINIMUM REQUIREMENTS:

- Hold or be eligible for a valid Georgia clear, renewable teaching certificate.
- Minimum of three years successful teaching experience in a public school.
- Instructional Technology degree or certification OR equivalent job experience.
- Good technology, oral and written communications skills.
- Be able to talk, hear, see, stand, walk, bend, stoop, sit, climb and lift items of approximately 25 pounds throughout the workday.
- Any other routine physical activities required to fulfill job responsibilities.
- Meet state and local requirements concerning fingerprints and criminal background check.
- Any alternatives to the above qualifications as the Board or Superintendent may find appropriate and acceptable.

ESSENTIAL JOB DUTIES:

Strategic Objective I – Attaining High Student Achievement & Success

- Provide leadership, training, and support in the use of technologies to support teaching and learning.
- Assist with identifying, supporting, and promoting technologies that support student achievement and success.
- Collaborate with teachers to design student experiences that focus on authentic learning, information literacy, and curricular mastery.
- Plan cooperatively with teachers to enhance instruction of the Georgia Standards of Excellence.
- Exhibit knowledge of learner development and cognitive levels to assist teachers in using various technologies for instruction.
- Work with teachers to instruct students in the use of technology that enriches their learning experiences.
- Facilitate the implementation of technology standards at the local school level.

- Guide teachers and students to determine the appropriate technological tools for student learning, interventions and extensions, including district-purchased software packages.
- Provide support to media specialists and computer lab instructors.
- Supervise instructional technology coach(es).

Strategic Objective II – Developing Organizational Effectiveness

- Collaborate with leadership and technology team to correlate technology goals with the district and local school Continuous Improvement Plan and Balanced Scorecard .
- Evaluate and recommend purchases of software, hardware, peripherals and instructional management, and communication systems.
- Survey faculty and staff to evaluate the hardware, software, and training needs of the school.
- Provide demonstrations of cutting edge educational applications.
- Collect data to assess the impact of technology on teaching and learning in order to support decisions related to instructional technology.
- Demonstrate knowledge of various hardware and software applications available for use in instruction and local school operations.
- Communicate student and staff use of technology to internal and external customers.
- Act as backup for the school-based technicians with technical support to ensure efficient network/computer operations.
- Complete assignments on time and in compliance with directions.
- Follow and enforce school rules, administrative, board, state, and federal rules, procedures, regulations, and policies.

Strategic Objective III – Ensuring Student/Stakeholder Engagement & Loyalty

- Deliver county technology initiatives to appropriate staff.
- Provide “just in time” application support to faculty as necessary.
- Serve on local school technology committee to help develop short term and long range technology plans.
- Establish and maintain cooperative relations with school and system employees.
- Attend and participate in meetings as needed.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Exhibit pleasant behavior and project a positive image when dealing with the public, employees, parents, and students.

Strategic Objective IV: Ensuring Quality Professional Learning

- Attend and participate in faculty meetings, committee meetings, planning and training sessions as assigned.
- Plan and deliver professional learning in instructional, productivity, and administrative software.
- Assess the delivery of professional learning and adjust accordingly.
- Participate in trainings, conferences and read professional literature to maintain a high level of expertise in new technologies and instructional strategies.

Other Job Responsibilities and Duties

- Demonstrate regular and punctual attendance.

- Meet professional dress requirements as outlined in the system personnel handbook.
- Adhere to the Code of Ethics for Educators in Georgia as established by the Georgia Professional Standards Commission.
- Perform other duties and responsibilities as assigned.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Monroe County Board of Education policy regarding evaluation of personnel.

Important Notes

Essential Duties

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. **Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job.** Every employee has a duty to perform all assigned tasks. It should also be noted the order of performance responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

Minimum Requirements

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.