



CODE: 44002
UNIT: WHITE COLLAR
GRADE: 6
FLSA: Non-Exempt

CLASSIFICATION TITLE

INSTRUCTIONAL TECHNOLOGY LIAISON

SUMMARY

Serves as a resource to help integrate technology into the curriculum and into the classroom. Serves as a liaison between schools and technology resources and departments within TUSD.

MINIMUM REQUIREMENTS

High School Diploma or G.E.D.

Two years computer operations or related experience which includes one year working in a school or related computer environment.

Associate's (or higher) degree or completion of two years (60 Semester-Hour credits) of study at an institution of higher education

OR

Completion of an AZ Department of Education-approved Academic Assessment Test.

Copy of diploma, transcript or test results must be submitted at time of hire.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Provides support in integrating technology into the curriculum and into the classroom.

Implements student achievement initiatives using technology tools.

Inputs and uploads student assessment data.

Assists in the implementation of lesson plans and instructs students in subjects such as language arts, social studies, science, and math in accordance with state standards in collaboration with the classroom teacher using technology as a tool.

Assists teacher in planning for student mastery of technology state standards.

Assists teachers in preparing technology resources needed for lessons.

Assists teachers and students in developing information literacy skills in conjunction with library resources.

Assists teachers and students with computer lessons and assessments.

Supports school improvement plans for increased student achievement.

Participates in online professional development and training sessions.

Identifies appropriate Internet materials for teachers and students to use.

Supports school website in accordance with district guidelines and policies.

Instruct parent classes on computer use.

Provides support for site technology use, following TUSD technology standards and procedures and Track-It! Help-Desk support guidelines.

Assists users with the TrackIt! Help-Desk support procedure.

Provides support and assists technology support staff in resolving technology issues.

Works with district staff regarding site technology needs.

Supports the district's software selection approval process.

Provides support to site staff in the use of a variety of peripherals and presentation devices, including scanners, CD-Roms, video and digital cameras, multi-media projectors, USBs, and SMARTBoards.

Maintains software-licensing records for the school site.

Maintains inventory records of hardware, software, and other support materials for school site.

MARGINAL FUNCTIONS

Attend and participates in instructional workshops and in-services to improve methods of instruction and performance in the classroom.

Attend training meetings.

MENTAL TASKS

Communicates, reads and comprehends. Ability to understand written and oral instructions, and by observing others. Ability to solve complex technological and mathematical problems.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weights up to 25 pounds. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses technology tools, computers and computer peripherals. Uses manuals and forms. Uses office equipment such as telephones, copiers, facsimile machines and printers.

WORKING CONDITIONS

Indoors: Classroom and library. Contact with students, staff, and the public.

CONTROL, SUPERVISION

Monitors the control of computer activities for students, student aides, teachers, teacher aides, volunteers and staff. May monitor student behavior indoors.

M: JOB 44002
New: 5/05, 12/13