LAMMERSVILLE
Unified School District

DIRECTLY RESPONSIBLE TO: Director of Instruction, Assessment, and Technology Integration

SUMMARY OF POSITION:
Under the Direction of the Director of Instruction, Assessment and Technology Integration, the Coordinator of Instructional Technology is responsible for training, modeling, and assisting teachers in integrating technology in the classroom to improve student achievement. Work as a colleague with classroom teachers to support student learning and teacher practices. Focus on individual and group professional learning that will expand and refine the understanding about researched-base effective instruction and technology for teachers. Provide personalized, 1:1 support based on the goals and identified needs of individual teachers and district goals and initiatives. Train users in applications on the hardware and software. Coordinate districtwide instruction program and activities of staff, outside vendors, consultants, and trainers.

DUTIES:
- ✓ Provides teachers with strategies on how technology can be used to provide for 21st Century skills to the students.
- ✓ Establishes an environment encouraging creative and independent use of instructional technology.
- ✓ Study, evaluate, and, recommend to the administration the adoption of new technology instructional materials, methods, and programs.
- ✓ Coordinate and provide training to district and school staff in hardware and software use.
- ✓ Coordinate activities of outside vendors, consultants and trainers.
- ✓ Work with administrators, supervisors, and teachers to establish goals for the effective use of instructional technology across the curriculum.
- ✓ Ensure student development of technology skills and the use of instructional technology resources.
- ✓ Provide opportunities (classes, workshops, etc.) for all staff members to increase their knowledge and use of technology.
- ✓ Assist instructional staff in planning and incorporating technology in specific subject areas and across grade levels.
- ✓ Work with appropriate personnel, administrators, supervisors, and teachers to provide a professional development plan for each school year.
- ✓ Attend faculty, department, grade level, board, parent, and other meetings as needed.
- ✓ Assist individual schools and teachers with the arrangement for project based instruction in specific classrooms.
- ✓ Conduct appropriate training and demonstrations, and assist with the planning of instruction and implementation of different online instructional programs.
- ✓ Facilitates the use of existing and emerging technology by staff and students.
- ✓ Assists with the planning, design and installation of future hardware and software expansions as growth demands.
- ✓ Facilitate staff participation in the evaluation and selections of new software, hardware, and materials to support instructional objectives.
- ✓ Maintain a media library of district instructional software use on the district website for the students, staff, and parents.
- ✓ Develop and coordinate of the sections of the budget that relate to educational technology. Assists in budget preparation for assigned programs and requirements related to all performance responsibilities.
- ✓ Assess the district's educational technology needs, implement program services, and monitor/evaluate service delivery.

- ✓ Assist in the research, review, and integration of technology in TK-12 curriculum and administrative applications.
- ✓ Communicate and demonstrate researched-based instructional practices that result in increased student performance.
- ✓ Provide support in analyzing student assessment data.
- ✓ Assist teachers with instructional decisions based on assessment data.
- ✓ Assist teachers with specific classroom activities to improve instruction and technology integration.
- ✓ Provide support for classroom motivation and management strategies.
- ✓ Work cooperatively with all stakeholders to provide cutting edge opportunities to students.
- ✓ Incorporate principles of District Technology Sustainability Plan into daily work and school technology planning.
- ✓ Ensure that technology is an integral part of the District Strategic Plan and supports school's Curriculum, Instructional, and Assessment Programs.
- ✓ Coordinate use of technology with all school personnel.
- ✓ Interpret and communicates the district's instructional technology program for staff, parents, and members of the community.
- ✓ Perform other duties as assigned.

KNOWLEDGE and ABILITIES:
- ✓ Experience in providing training for adults.
- ✓ Demonstrated ability to establish and maintain harmonious working relationships with students, community, and staff.
- ✓ Evidence of leadership and organizational skills.
- ✓ Considerable working knowledge of computer operating systems and software used in the schools.
- ✓ Communicate effectively with all members of the school district and community.
- ✓ React to change productively and handle other tasks as assigned.
- ✓ Outstanding technology, presentation, and facilitation skills.
- ✓ Demonstrated ability to communicate in a professional manner both orally and in writing.
- ✓ Ability to design and deliver quality professional development for administrators and teachers.
- ✓ Demonstrated strength in organization, communication skills and efficiency in meeting deadlines.
- ✓ Demonstrated ability to function as a positive collaborative member of a team.
- ✓ Proficiency with curriculum software.

MINIMUM QUALIFICATIONS – EDUCATION/EXERIENCE:
- ✓ Bachelor's degree from an accredited institution
- ✓ Teaching Credential
- ✓ Master's Degree and Administrative Services Credential preferred
- ✓ Five years of successful classroom experience
- ✓ Instructional Technology training and/or experience

PHYSICAL DEMANDS AND WORKING CONDITIONS:
The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:
- ✓ The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, talk, and hear.
- ✓ Frequently required to sit, stand, and walk.
- ✓ Regularly required to reach with hands and arms; climb or balance; and stoop kneel, crouch, or crawl.
- ✓ Must occasionally lift and or move up to 25 pounds.
- ✓ Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, see printed matter with or without visual aids, and the ability to adjust focus.

- ✓ Repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone (continuously).
- ✓ Verbal communications including the ability to speak and hear at normal room levels
- ✓ Use office equipment including computer terminals, telephones, calculators, copiers and FAX.