

JOB TITLE

Technology Teacher

REPORTS TO: Building Administrator

JOB DESCRIPTOR: H31

DATE:

DEPARTMENT:

SCHEDULE:

NON-EXEMPT X

NATURE AND SCOPE OF JOB:

To serve as an instructional coach in training staff and students in applying technologies which support student learning.

JOB FUNCTIONS:

ESSENTIAL FUNCTIONS:

1. Work with Building Administrator in developing computer lab schedules with students and staff.
2. Demonstrates continual growth in technology knowledge and skills to stay abreast of current and emerging technologies.
3. Facilitates technology-enhanced experiences that address state content standards and student technology ISTE Performance indicators.
4. Assists in the management of network systems within buildings.
5. Works with the Building Technology Team (including Title I staff, Building Librarians, teachers, parents, and students in setting procedures, planning and budgeting for technologies within the building.
6. Assists in troubleshooting hardware and software problems.
7. Supports activities which provide a virtual means for parents to connect to their educational community.
8. Attends required meetings and training sessions while working closely with the Assistant Superintendent of Technology and other Technology Facilitators in developing computer activities.
9. Facilitates the understanding of the social, ethical, legal, and human issues surrounding the use of technology and assists staff and students in applying that understanding in their practice.
10. Works with Assistant Superintendent of Technology and other Technology Facilitators in developing a variety of assessment and evaluation strategies in meeting the NCLB 4202

(b) 2 technology literacy requirements.

OTHER FUNCTIONS:

1. Assists teachers in the administration of PAWS.
2. Coordinates with classroom teaching in mastering keyboarding objectives.
3. Assists in keeping an inventory of computer equipment in the building -- lists items with serial numbers.
4. Assists with Powergrade - Powerschool as needed.

--EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS JOB--

JOB QUALIFICATIONS:

KNOWLEDGE, SKILLS AND MENTAL ABILITY:

- Possess knowledge of all forms of instructional and educational technology.
- Possess knowledge of methods of integrating technology into the education process.
- Possess knowledge of computer applications.
- Possess skills in group presentation with students and adults.
- Possess or be willing to learn curriculum development skills.
- Possess ability to speak clearly and communicate positively.
- Possess ability to write clearly and concisely.
- Possess ability to think critically and creatively.
- Possess group dynamics and interpersonal skills.
- Possess knowledge of physiological, psychological, emotional, and educational behavioral development of children.
- Possess classroom developmentally appropriate management skills which include discipline as well as record keeping and assessment abilities.
- Possess problem solving, imagination, patience, reasoning, creativity, judgement, and analytical abilities.
- Possess ability to work with people of various personality types.
- Possess ability to prioritize.
- Possess sound emotional judgement.
- Open to new ideas and willing to learn about all forms of instructional and educational technology.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

- Possess all certificates required for the State of Wyoming.

- Possess at a minimum a Bachelor's Degree in Elementary Education.
- Continue to pursue graduate level classes for professional growth.
- Minimum three years experience working with computers.
- Minimum of 10 hours in technology training.

EQUIPMENT USED:

Computer workstations
Video Camera
Printers
CD and DVD Players
Liquid Crystal Display
Elmo Technologies

Digital Cameras
Servers
Server Backups
Projection Systems
SmartBoard Technologies

PHYSICAL DEMANDS:

- Lower body strength to stand and walk throughout the day.
- Be able to lift up to 25 pounds and carry it more than 50 feet throughout the workday
- Ability to push mobile units of 50 pounds more than 1,000 feet through crowded hallways.
- Ability to reach over head and retrieve materials and supplies.
- Have visual acuity and stamina to work at a computer monitor throughout the workday
- Be able to stand, walk, and sit for long periods without fatigue or discomfort.

ENVIRONMENTAL DEMANDS:

- Air-conditioned building.
- Occasional exposure to weather extremes.
- Be able to tolerate noise up to 90 decibels

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