

## **JOB DESCRIPTION**

- A. TITLE: District Technology Resource Teacher
- B. REPORTS TO: Coordinator of Instructional Technology
- C. SUPERVISES: N/A
- D. JOB FUNCTION: Support teachers in the integration of technology in their instruction.
- E. PERFORMANCE RESPONSIBILITIES:
1. Work with School Technology Coordinators and Technology Committees to plan and implement long-term vision for technology in the school their schools.
  2. Advise and assist teachers in integrating technology in the curriculum.
  3. Evaluate and recommend instructional software, Websites, and other technological resources.
  4. Conduct and/or coordinate technology professional development for school staff.
  5. Model effective teaching practices with technology.
  6. Provide individual, small group and large group assistance in using technology.
  7. Support the use of technology in classrooms, computer labs, and across school and district networks.
  8. Collaborate with school personnel, district personnel, and School Technology Coordinator to solve instructional and technical problems for the school.
  9. Serve as a member of or resource to school technology committees.
  10. Maintain required records.
  11. Perform other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Bachelor's Degree, valid teaching certificate, 3 years successful teaching experience, experience or course work in educational technology, basic technical abilities and knowledge of computers and related technology.

**LICENSES AND OTHER REQUIREMENTS:**

Kentucky Teaching Certificate.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

Original Date:           05/95  
Revision Date:         05/00  
Revision Date:         \_\_\_\_\_  
Revision Date:         \_\_\_\_\_