

## **DISTRICT ELEMENTARY SCHOOLS**

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**TITLE:** TEACHER OF INSTRUCTIONAL TECHNOLOGY

**REPORTS TO:** Principals

**QUALIFICATIONS:**

1. Elementary Certification
2. Enrolled in courses towards or completion of an appropriate computer technology certificate
3. Previous classroom experience (minimum three years)
4. Ability to input and access text and data
5. Knowledge of presentation software (e.g. PowerPoint, Publisher)
6. Knowledge of spreadsheet and database software
7. Ability to integrate images using graphic tools
8. Knowledge of ethical technology behaviors (e.g. regarding Internet access, copyrighted materials, personal security, plagiarism)

**JOB GOAL:** To teach students and staff the skills necessary to fully utilize available technologies

**PERFORMANCE RESPONSIBILITIES:**

1. Integrate all aspects of technology with existing curriculum and NJ Computer and Literacy Standards
2. Provide staff development to professional and support staff
3. Model technology tools for teachers and students in classrooms and labs
4. Remain current in the field of technology
5. Work closely with Media specialists to plan instruction and coordinate efforts
6. Work collaboratively with teachers to facilitate the use of technology across the curriculum
7. Assist in the development of grade level technology benchmarks
8. Assist teachers in planning lessons designed to assist students achieve benchmark skills
9. Performs other duties as may be assigned by the building principal

**TERMS OF**

**EMPLOYMENT:** As set forth in the collective bargaining agreement between the Board and the WTEA

**EVALUATION:** Annual in accordance with Board policy

**APPROVED:** May 10, 2005