

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Instructional Technology Coordinator

Department: Technology

Job Description

Date Reviewed: November 2008

Reports To: Director of Curriculum and Instruction

Purpose of Job

To provide leadership in developing, achieving, and maintaining quality technology integration throughout all educational programs and services to improve student achievement and enable all students to become technology literate. To research, design, develop, coordinate, and oversee technology professional development activities and training for all school system employees. Acts as team leader for the Technology Integration Coaches.

Essential Duties and Responsibilities:

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides direct service to instructional and classified staff:
- Acts as the team leader for Technology Integration Coaches.
- Works with individual and groups of administrators, teachers, and classified positions to develop technology skills.
- Works with principals in their buildings and teachers in their respective classrooms to improve the quality of instruction through technology integration.
- Works with new administrators and teachers to ensure their success during the first few years in education.
- Models best practices in technology integration then observes teachers to determine ways to enhance or improve instruction.
- Demonstrates teaching techniques which follow technology integration best practices.
- Assists administrators and classroom teachers in selecting technology that best fit needs to be addressed or standards being taught.
- Provides classroom management techniques to use when deploying technology.
- Provides follow-up for those who have participated in professional development activities to insure skills become job-embedded.
- Assists Academic Coaches and Consulting Teachers in their efforts with all district reform to include but not limited to: Benchmark Assessments, 6 Trait + 1 District Writing Model, Curriculum Mapping/ Curriculum Navigator, Literacy to include Information Literacy
- Designs, Provides, and Supports Professional Development
- Remains current in research and technology best practices to develop professional development in technology and technology integration that will help drive student achievement.
- Provides information to administrators and teachers both individually and through workshops on current research in educational technology.
- Holds conferences with professional staff to enhance the quality of technology integrated instruction.
- Plans and directs professional development training to administrators and teachers.
- Provides professional development to ensure all students have the opportunity to achieve academic success while becoming technology literate in preparation for the world of work.
- Provides staff development instruction of technology in both applications and integration.
- Writes professional development activities to be delivered: brick and mortar as well as online.
- Maintains up-to-date program records.

- Develops and maintains a technology integration curriculum library.
- Makes referrals to other professional staff members.

Additional Job Functions

Performs other duties as required.

Terms of Employment:

Twelve month calendar. Salary to be determined through use of Administrator Salary Schedule.

Evaluation:

Performance of this job will be evaluated annually in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Minimum of five years successful experience in classroom teaching.
- Masters in Education
- ICT or other technology certification.
- Technology training experience preferred.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the school system, and supervisory practices as they pertain to the performance of duties relating to the position. Capability to develop and implement long-term goals. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public, and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to coworkers and assistants.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date