

JOB DESCRIPTION

Title: Technology Resource Educator

Minimum Qualifications:

- West Virginia teaching certificate
- Minimum of five (5) years of successful classroom teaching experience
- Experience in supporting technology school-wide or district-wide in classrooms, computer labs, and offices, as well as experience in integrating technology in the classroom.
- Expertise in specific technologies used in Jefferson County Schools
- Physical ability to assist in setup and troubleshooting of computer systems.
- Experience in conducting professional development in educational technology.
- Experience in the implementation of technology in the WVDE approved curriculum.

Immediate Supervisor

Salary: Employment

Term:

Director of Technology and Head Technologist

Based on 2017-2018 teacher salary scale.

200 days (to be determined July 1 -June 30)

Preferred Qualification:

- Experience in conducting staff development in educational technology
- WVDE TIS Certification
- Ability to articulate data trends in educational technology.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

- Ability to use technology effectively.
- Ability to follow complex oral and written directions.
- Knowledge and application of correct English usage, spelling, and punctuation.
- Knowledge of basic arithmetic procedures.
- Ability to communicate clearly, concisely, and effectively, both orally and in writing, with the administrative staff, professional and service staff, students, parents, and community.
- Experience and expertise in the creation, maintenance, and use of technology-based teaching and learning resources.
- Experience with a variety of software and Internet-based educational resources.
- Microsoft Office Suite.
- Ability to assess problems related to networks, servers, workstations and peripherals in classrooms, labs and school offices. Refers more serious problems to the appropriate JCS technology staff.

DUTIES

- Mentor teachers and staff, grades K-12, with the integration of technology in the classroom; provides in-service to groups of teachers/staff as well as individualized assistance as requested.
- Coach teachers and staff to improve student performance through technology in the WVDE approved curriculum.
- Mentor individual teachers to facilitate increased understanding of technology and its use in the classroom.
- Provides technology professional development opportunities throughout the school year for teachers and staff to use technology in an effective manner.
- Meet with school principal to facilitate the use of technology.
- Collaborate with school improvement specialist as needed.
- Attend Curricular C&I meetings that pertain to technology in the curriculum.
- Keeps informed on the latest technologies, practices, and programs in the computer field.
- Provides classroom modeling to teachers in the appropriate use of technology in classrooms and/or computer labs.
- Any other duties as assigned.

PHYSICAL REQUIREMENTS

- Valid driver's license. Must be able to provide own transportation to schools throughout the division.
- Ability to lift and move computer terminals and peripheral equipment.
- Requires the ability to perform the duties contained this job description.