

Cape Girardeau Public School District No. 63
Job Description

Job Title: Technology Instructional Specialist

Terms of Employment: 12 month contract; 240 days

FLSA Status: Exempt

Reports to: Deputy Superintendent, Academic Services

Brief Description of Position:

The Technology Instructional Specialist assists in the effective and efficient implementation and delivery of technology to support the District's curriculum, instruction, and assessment in order to improve student achievement.

Required Qualifications:

- Master's degree in Education or Technology
- Extensive coursework in technology and experience in instructional practices
- Teaching experience of at least 5 years
- Valid Missouri teaching certificate
- Proficiency using a variety of technology resources (i.e., interactive whiteboards, learner response systems, computers/tablets/netbooks, educational software, etc.)
- Experience with online learning
- Experience using technology during daily instruction

Essential Job Duties:

- Assists P-12 teachers with improving techniques in technology infused instruction to improve student achievement.
- Demonstrates ability to research and utilize current best practices in instructional technology.
- Observes teachers and provides feedback and/or models lessons.
- Assists with overall evaluation of district technology initiatives and programs and develops strategies for improvement.
- Coordinates and provides staff development opportunities.
- Provides for new teacher training.
- Demonstrates effective administrative skills, communications skills, organizational skills, problem-solving and decision-making skills.
- Demonstrates positive, professional relationships with district personnel, parents and community.
- Demonstrates a sense of professional responsibility through networking with other districts and professional organizations and participating in professional growth activities.
- Works collaboratively to ensure student success.

Hazards:

For some buildings, stairs, and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to travel between multiple locations.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Human Resource Coordinator

Reviewed August 2013