

IN-BUILDING TECHNOLOGY REPRESENTATIVE GUIDELINES



BRUSH RE-2(J) TECHNOLOGY

Adopted: 12/10

JOB SUMMARY

To assist with the effective use of technology within each school, assist with management of the computers, and provide leadership in the utilization of technology in the library and instructional program as per district guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides enthusiastic leadership for the instructional technology program and fosters an atmosphere which encourages faculty and student participation.
2. Works closely with the building administration, library media specialist, faculty, and appropriate district staff to determine the effective use of technology for instruction in all subject areas and grade levels.

3. Works closely with the building administration, library media specialist, faculty, and appropriate district staff in the development of policies and procedures pertinent to instructional technology.
4. Assists in the selection of instructional software to enhance the curriculum and promote the school's educational philosophy.
5. Evaluates annually the building instructional technology program, assists the library media specialist and other staff with evaluations and reports including hardware and software statistics, and make recommendations in regard to the program.
6. Provides building level and individual staff development to assist teachers to master skills to become independent users of instructional technology.
7. Initially Troubleshoot software and hardware, and advise staff on solutions.
8. Researches and provides technology information about resources, lesson ideas, and best practices for teachers.
9. Develops a working knowledge of the content area curriculum and technology curriculum and work with building level curriculum committees to select and integrate software that meets the instructional needs.
10. Collaborates with teachers to design lessons, units, and projects using appropriate technology tools for their grade level and curriculum.
11. Demonstrates how to use technology tools to teachers and students in the classroom and computer lab.
12. Models the personal qualities required of all teachers.
13. Assists with administration of the network operating systems and the installation and configuration of the network software and hardware as directed by district staff.
14. Provides for repair and maintenance of the building hardware.
15. Attends in-service programs to develop expertise with equipment, wide area network, and local building networks.
16. Prepares lessons that reflect comprehensive understanding of the content, district curriculum, and methodologies appropriate to the needs of the learners.
17. Plans opportunities for students to utilize content area learning in real-life applications.

18. Demonstrates basic technology skills and continued growth in technology knowledge and skills to stay abreast of current and emerging technologies and their applications to student learning.
19. Evaluates and adjusts instructional plans to meet individual needs and/or to address IEP goals.
20. Identifies students' prior experiences, learning styles, strengths, and needs when designing a lesson plan.
21. Selects alternative teaching strategies, materials, and technology to achieve multiple instructional purposes.
22. Assists in implementing IEP goals for IEP students as applicable in the regular classroom.
23. Provides opportunities for guided and independent practice.
24. Implements curriculum plans that include methods and strategies for applying technology to address content standards and student technology standards.
25. Maintains and supervises scheduling of collaborative planning time and computer labs in conjunction with the building library media specialist.

GENERAL SKILLS

1. Personal qualities of commitment, enthusiasm, and initiative.
2. Skill in interpersonal relations and communication.
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
4. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.

2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. REASONING ABILITY
2. Ability to interpret a variety of instructions and information furnished in written, oral, diagram, or schedule form.
3. Ability to identify and define problems, collect and analyze data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and utilize office equipment, computers, and software especially as systems are upgraded.
5. Ability to learn and upgrade job skills in order to meet changing demands of the position.
6. Excellent computer and keyboarding skills.

7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.