TITLE: **I**nstructional **T**echnology **R**esource **T**eacher - **ITRT**
This position is __X__exempt_____non-exempt

PRIMARY FUNCTION:

The **ITRT** is responsible for:

- Providing research in best practices for curricular integration of classroom based applications with the goal of having teachers and staff utilize software and hardware as a teaching tool.
- Coordinating the use of software applications to meet school and division instructional goals as a member of the technology instructional support team.
- Assisting teachers in their efforts to meet yearly technology goals in the areas of teaching and student learning.
- Reporting on a regular basis on the progress of their work with teachers in meeting their yearly technology goals.
- Coordinating with the other technology specialists in the development and maintenance of the schools' technology budgets and technology inventory records.
- Providing assistance in troubleshooting reported problems with computers, local area network, and associated peripherals.
- Serve as Edline administrator for assigned school (to be reevaluated on a yearly basis).
- Assisting with online SOL testing and other computer-based testing.
- Updating iPad software, purchasing and installing requested apps
- Providing staff development for faculty and staff on new and existing technologies and outside software applications and on-going maintenance.

QUALIFICATIONS:

- Holds a Bachelor degree in Education and maintains current teaching certification.
- Education in instructional technology or three years of experience integrating technology.
- Demonstrates strong leadership, organization and management skills.
- Professional and personal characteristics necessary for working effectively and collaboratively with children, parents, school personnel, and members of the community.
- Experience in troubleshooting hardware, software, and network problems in a Windows and/or MAC environment.
- Ability to quickly learn skills required for diagnosing and resolving minor computer hardware and software problems.
- If needed, assist network and systems specialist with installing and maintaining computers and peripherals.
- Ability to professionally train faculty, staff, students, and parents.
- Ability to communicate effectively both orally and in writing.
- Ability to stoop, kneel, bend, and reach when working with computer equipment, peripherals, and associated electronic network equipment and to lift 40 pounds.
- Experience in developing Web pages (preferred).

PERFORMANCE RESPONSIBILITIES:

- Serves as a member of the technology instructional support team.
- Determines software application needs based on input from the technology instructional support team and researches appropriate options.
- Coaches and assists the teachers and staff assigned to the school in integrating school based applications in their lessons.
- Identifies computer-training needs for the assigned schools in collaboration with the technology instructional support team.
- Prepares and conducts appropriate in-service training on the use of software, hardware, and peripheral equipment.
- Provides tip sheets and hands on training to teachers and staff to promote the use of new software and/or services.
- Distributes announcements of technology training opportunities.
- Documents and reports on the effectiveness of current technology use at the assigned schools.
- Coordinates the management of the school's network with the technical support staff.
- Provides technical assistance, as needed, for software and/or services.
- Assists in maintaining the integrity of licensing for all software applications installed on site and adheres to school division policies and regulations dealing with licensing and copyright.
- Assists, when needed, with the setup and installation of new network computer equipment under the technical support staff's direction.
- Installs non-networked instructional software and assists in planning for both new and replacement equipment and software purchases.
- Demonstrates professional and personal characteristics necessary for working effectively with parents, school and district personnel, and members of the community.
- Serves on school and district technology committees.
- Determines computer needs and recommends the purchase of new software and related devices and equipment and materials as a member of the technology instructional support team.
- Evaluates software used independently or installed.
- Serves as a liaison between the schools, the Director of Technology in the central administration office, and hardware/software companies concerning prices, warranties and computer problems.
- Develops and maintains assigned schools technology budgets and approves and initials all technology related purchase orders that are generated in the schools as member of the technology instruction support committee.
- Advises and trains school personnel in proper maintenance procedures of technology equipment/software in coordination with the technical support staff.

- Diagnoses hardware and software program problems. Seeks the assistance of the district technical support staff as required.
- Works closely with the Library Media Specialist in maintaining accurate inventories on existing technologies
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT:
- Ten-months plus extra contracted days.
- The ITRT, with approval from the Superintendent and the Director of Technology, are on a flexible time schedule that is set-up and discussed with the Director of Technology based on the staff technology needs.
- Salary according to School Board pay plan.

REPORT TO:
Director of Technology
EVALUATION:
Performance on this job will be evaluated in accordance with School Board policy and administrative regulations on the evaluation of licensed personnel.
July 23, 2007-Approved by the Superintendent