TECHNOLOGY TEACHER
POSITION DESCRIPTION

Description of Position

The Technology Teacher, under the general supervision of the Principal, teaches students responsible use of technology, use of the network and general computer skills; and provides staff development for certificated and classified employees which supports the effective use of technology as a tool to enhance the district-adopted curriculum.

Classification   Certificated Employment

Work Year   187 Days

1. Qualifications

1.1 Valid California Teaching Credential.
1.2 Minimum of three years teaching experience.
1.3 Coursework in Educational Technology and/or practical experience in the classroom.
1.4 Experience in staff development programs – planning, implementing, evaluating and presenting to small and large group situations.
1.5 Familiarity with major hardware and software solutions for classroom and office use.
1.6 Ability to perform basic troubleshooting with computers, video and other technology problems.
1.7 Use and demonstrate a variety of software in curriculum and business applications.
1.8 Ability to work independently and efficiently with minimum supervision.
1.9 Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.

2. Duties and Responsibilities

2.1 Contributes to the development of goals, objectives, policies and procedures relating to technology.
2.2 Serves as mentor/trainer for new personnel at the school site to assess data management skills and training needs; provides training when indicated.
2.3 Coordinates with teachers to plan activities and schedule classroom and lab time.
2.4 Maintains records of lab usage.

2.5 Attends district and Site Technology Committee meetings.
2.6 Is responsible for contributions to school website(s).
2.7 Trains staff in the use of technology hardware and software at site meetings, staff development days, specialist meetings and in the one-on-one support program.
2.8 Prepares and makes recommendations regarding technology applications for curricular subject areas.
2.9 Teaches model lessons and assists in planning and implementation of other in-class technology based projects and lessons.
2.10 Is responsible for assessing student technology proficiency.
2.11 Provides direct instruction to students in word processing, database, spreadsheet, and web design skills.
2.12 Meets with teachers on a grade-level and individual basis to choose curriculum and technology standards that will be addressed.
2.13 Keeps current on work email and website communications and technological proficiencies.
2.14 Performs other duties as assigned.

3. Organizational Relationship

3.1 Supervision/Evaluation – Principal