



Simpson County School District
JOB/ POSITION DESCRIPTION

Position Title: Instructional Technologist
Department: District Office/ Office of Curriculum & Instruction
Reports to: Assistant Superintendent for Curriculum & Instruction
Status: Certified (Overtime Exempt)

JOB GOAL: Provide instruction, training, coaching and resources in order to facilitate the efficient and effective use and integration of technology in the district's educational processes to help increase administrator, teacher, and student knowledge of technology and its appropriate use as a learning tool.

QUALIFICATIONS:

- 3-5 years of K-12 school experience
 - Bachelor's degree in education, instructional technology, or a related field
 - Equivalent combination of training and experience which provides the required skills, knowledge, and abilities
1. Knowledge of:
 - a. Curriculum and effective teaching practices for all levels – preschool through high school
 - b. Evaluation and assessment practices
 - c. Federal, state, and local policies and procedures regarding instructional technology
 - d. Appropriate use of technology for instruction in various subject areas
 - e. Computer technology, multiple hardware and software platforms
 - f. Multimedia, telecommunications, and popular software applications
 2. Ability to:
 - a. Read, interpret and apply complex rules and regulations
 - b. Communicate effectively with staff, parents, school sites, community, members and government agencies
 - c. Coordinate a variety of activities at different sites
 - d. Evaluate the effectiveness of programs and make recommendations for improvement
 - e. Develop long term goals and objectives
 - f. Evaluate the performance of hardware and software and make recommendations for improvement
 - g. Organize and deliver staff development opportunities that support the use of technology in education
 - h. Maintain complete and accurate records and to develop meaningful reports
 - i. Effectively express ideas orally and in writing
 - j. Establish and maintain effective working relationships as necessitated by work assignments

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

- Provides input in the development of a system-wide and building level programs that enable students to use technology as learning tools

- Investigates and disseminates information on best practices for technology integration, sources of information on trends, research and applications related to technology use in the school program
- Is an effective model/leader of instruction and its best practices
- Gathers information documenting the effectiveness of instructional technology systems, tools, and resources, interprets this information, and provides constructive input in the evaluation of these systems, tools, and resources
- Provides training to teachers in the use of current technology to meet curriculum goals
- Provides training to teachers in computer competencies
- Participates in the development of activities that help integrate technology into various curriculum areas
- Maintains current knowledge of technology and instructional practices that relate to the use of technology
- Provides resource information relating to new techniques and practices that relate to the use of technology and that enables students to use technology as a learning tool
- Communicate with school and district personnel, parents, and community to share information about the district's technology initiatives and practices
- Serve on local and state collaborative partnerships with other instructional technologists or educational technology leaders
- Assists in the development and implementation of district professional development plans and implementations
- Assist with special projects in the technology department
- Works with district leadership to aide in maintaining accurate records related to student/teacher digital device use, maintenance, and inventory
- Assist with needs and plans for school-level technology initiatives
- Follow ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules, and regulations
- Communicate with technology vendors and district-purchased technology-based services' support mechanisms when necessary
- Demonstrates prompt and regular attendance
- Supports the Simpson County School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES: N/A

PHYSICAL DEMANDS and Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Simpson County Board of Education Policy on Evaluation of Professional Personnel.

EMPLOYMENT:

Ten -months; 205 days Salary based on the Simpson County School District's Approved Scale.

APPROVED BY: SIMPSON COUNTY SCHOOL BOARD DATE: **April 8, 2021**

Reviewed and agreed to by: _____ Date _____