

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/13	<u>INSTRUCTIONAL TECHNOLOGY PROGRAM ASSISTANT</u>	1.8.1.16A
Effective Date	Job Title	Index

1. Primary Function: To perform coordination of Districtwide training in (1) integrating technology into the curricula; (2) increasing the ability of teachers to teach using technology; (3) enabling students to reach state academic standards through integration of technology.

2. Responsible to: Director of Curriculum and Instruction Services

3. Assigned Responsibilities:
 - 3.01 Develops together with staff development personnel programs and materials to meet district needs related to the instructional use of technology.
 - 3.02 Plans and presents comprehensive technology training programs and arranges for college and/or clock hour credits for classes.
 - 3.03 Provides curricular consultation and technical leadership regarding hardware usage, software applications, computer and related technologies, and the general use of technology in the classroom as an instructional support tool.
 - 3.04 Provides support to the Curriculum Department and other appropriate staff regarding the integration of technology in the K-12 curriculum.
 - 3.05 Works with members of the Curriculum Department to develop instructional input to the District Technology Plan.
 - 3.06 Establishes systems for educators to access, preview, and/or receive training in hardware usage and software applications.
 - 3.07 Communicates information by preparing promotions, distributing information, and making presentations.
 - 3.08 Identifies and/or recommends software and hardware.
 - 3.09 Assists with development coordination and participates in Technology Professional Learning Communities (PLC).
 - 3.10 Maintains data records, and reports on activities, programs and resources.

4. Minimum Qualifications:
 - 4.01 Licensure/Certification:
 - 4.01.01 Valid Oregon Teaching License with appropriate endorsement.
 - 4.01.02 Three to five years experience teaching/training adults.
 - 4.01.03 Experience in the development of course outlines and programs in the area of technology.
 - 4.01.04 Experience in the application of technology in a K-12 setting.

 - 4.02 Knowledge of:
 - 4.02.01 Various technologies, including but not limited to computers, mobile devices, interactive video, multimedia, and their various operating systems.
 - 4.02.02 Application of technology to instructional settings.
 - 4.02.03 Software, hardware, and optical media and their applications.
 - 4.02.04 Adult education theories and techniques.

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/13	<u>INSTRUCTIONAL TECHNOLOGY PROGRAM ASSISTANT</u>	1.8.1.16B
Effective Date	Job Title	Index

- 4.03 Demonstrated ability to:
- 4.03.01 Maintain effective working relationships with other staff and the general public.
 - 4.03.02 Develop and implement classes for staff on the use of various technologies.
 - 4.03.03 Train other staff involved in staff development on integration of technology.
 - 4.03.04 Develop creative ideas for sharing district experiences and expertise with other school districts.
 - 4.03.05 Determine clients' requirements and recommend technological tools to meet classroom instructional needs.
 - 4.03.06 Prepare presentations for technical and non-technical audiences.
 - 4.03.07 Listen and provide feedback in a variety of settings on both technical and non-technical issues.
 - 4.03.08 Work with the Curriculum Department to provide technological solutions for today's instructional challenges on the integration of appropriate technology into classrooms at all levels.
 - 4.03.09 Communicate clearly, both orally and in writing.
 - 4.03.10 Manage multiple priorities and work well with minimum supervision.

5. Minimum Term of Employment: Teacher contract.
6. Salary Level: Placement on Teacher Salary Schedule, plus Program Assistant differential.
7. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(Supervisor)

Date _____

Received by: _____
(Staff member)

Date _____