SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

INSTRUCTIONAL TECHNOLOGY TRAINER

SALARY SCHEDULE: INSTRUCTIONAL WITH 20 EXTRA DUTY DAYS

COST CENTER: SHARED PROFESSIONAL SERVICES DEPARTMENT (9019)

QUALIFICATIONS:
1. Teaching Certificate from the state of Florida in area of interest
2. Three (3) years teaching experience with a focus on technology integration
3. Experience in staff professional development.

KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge and experience in professional development protocol for staff training in technology integration. Expertise in technology integration into the curriculum. Knowledge of best practices, appropriate assessment strategies and current literature regarding educational technology and training. Ability to collaborate with multiple schools and district leadership regarding the establishment of training aligned to identified annual goals. Knowledge and ability to learn and demonstrate a collection of district supported applications. Database and record keeping skills. Positive communication skills. Listening skills. Team building skills. Organizational and time management skills. Flexibility. Conferencing skills. Synthesizing and distribution of information. This position will be supervised by the Director of Instructional Technology.

REPORTS TO:
Director of Instructional Technology

JOB GOAL
To assist staff in professional development and guidance relative to technology integration skills and annually identified leadership goals focusing on instructional delivery and/or personal digital skill development. To provide staff professional development of essential applications needed to better serve targeted student groups and high need areas.

SUPERVISES:
N/A

PERFORMANCE RESPONSIBILITIES:

The Instructional Technology Trainer (ITT) offers ongoing professional development and models technology integration to staff at their assigned clustered schools and at district training events in using technology learning resources that reflect district standards and best practices. Under the guidance of district Instructional Technology Specialists, the ITT collaborates with the School Leadership to provide training with the goal of increasing staff/student digital literacy skills in order to maximize student learning. The Instructional

INSTRUCTIONAL TECHNOLOGY TRAINER (continued)

Technology Trainer will support teachers at the school level by utilizing "one on one" training, online training, video conferencing training, and workshop professional development strategies. The Instructional Technology Trainer will coordinate training registration and credit assignment, and assistance in the development of both online and "face to face" training resources. The ITT will effectively train school staff on district applications and digital resources to successfully utilize technology learning tools, will successfully facilitate groups of peers, is seen as a teacher leader by other teachers, and will exemplify best practices in all essential district instructional services initiatives and Project Management skills.

Annual goals for training support will be identified through joint planning sessions by school leadership and the Director of Instructional Technology.

PERFORMANCE RESPONSIBILITIES:
*(1)   Offers staff professional development and models appropriate strategies essential to: curriculum integration, classroom technology management, essential district applications, lesson plan design and assessment.
*(2)   Aligns job tasks to annual technology goals collaboratively identified by district technology leadership and the administration of cluster supported schools.
*(3)   Promotes and incorporates the principles of the District Classroom Technology Equity Plan.
*(4)   Assist educators in using technology to improve learning and instruction through the evaluation and assessment of artifacts and data.
*(5)   Promotes implementation of the Sarasota County District Curriculum with an emphasis on technology integration where appropriate.
*(6)   Promotes the management and implementation of district approved instructional technology investments by both district and assigned schools.
*(7)   Promotes an environment that encourages creative and independent use of educational technology resources.
*(8)   Consults with other school based trainers to encourage the use of technology best practices during professional development events where appropriate.
*(9)   Demonstrate initiative in the performance of assigned responsibilities.
*(10)   Participates in personal and/or required staff development activities and team planning events.
*(11)   Provide for a safe and secure workplace.
*(12)   Model and maintain high ethical standards, best practices of instruction, and best practices of technology integration.
*(13)   Follow attendance, punctuality and proper dress rules.
*(14)   Maintain confidentiality regarding school matters.
*(15)   Keep supervisor informed of potential problems or unusual events.
*(16)   Respond to inquiries and concerns in a timely manner.
*(17)   Prepare all required reports and maintain all appropriate records.
*(18)   Follow all School Board policies, rules and regulations.
*(19)   Exhibit interpersonal skills to work as an effective team member.
*(20)   Demonstrate support for the School District and its goals and priorities.
*(21)   Perform other incidental tasks consistent with the goals and objectives of this position as identified by the Director of Instructional Technology.

PHYSICAL REQUIREMENTS
Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects.

INSTRUCTIONAL TECHNOLOGY TRAINER (continued)

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

*Essential Performance Responsibilities