

**CAMPBELL COUNTY SCHOOLS**

**Effective: January 25, 1999**

**Revised 7-2011, 5-12**

**JD Locator: 8.01**

**TITLE:** Assistant Technology Director

**QUALIFICATIONS:**

1. Holds a bachelor's or higher degree and Kentucky certificate.
2. Has demonstrated the ability to work effectively with students, peers, and adults.
3. Has demonstrated ability to communicate effectively with students, parents, staff, and community.
4. Has demonstrated ability to integrate technology into curriculum, and to communicate effectively to others how to use technology tools.

**REPORTS TO:** Chief Information Officer

**JOB GOAL:** To create an environment favorable to learning and personal growth; to establish effective rapport with peers and pupils; to motivate peers and pupils to develop technology skills and knowledge needed to provide a good foundation for education, in accordance with each individual's ability; and to establish good relationships with parents and staff.

**PERFORMANCE RESPONSIBILITIES:**

1. Meet and instruct classes integrating technology into the curriculum as appropriate.
2. Maintain an environment that is conducive to learning and appropriate to the maturity and interest of the learners.
3. Develop lesson plans and instructional materials and provide individual, small group instruction, and large group instruction as appropriate.
4. Translate lesson plans into learning experiences to best utilize the tools and time available for instruction.
5. Assess the learning needs of faculty and students and seek the assistance of district personnel as required.
6. Plan staff training as needed.
7. Work with individual teachers on integrating technology into the curriculum.
8. Conduct professional development sessions.
9. Develop and conduct summer activities for students and teachers.
10. Provide assistance and support to Student Technology Leadership Programs within our district.
11. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

## Instructional Technology Specialist -Continued

12. Create an effective environment for learning through functional and attractive, displays, bulletin boards, and interest centers.
13. Maintain records and safeguard confidentiality as required by law, district policy, and administrative procedures.
14. Maintain professional competence through inservice education activities provided by the district and other self-selected professional growth activities.
15. Work with faculty colleagues to develop and implement instructional programs that incorporate technology to meet the individual needs, interest, and abilities of students to include IEP's of special students.
16. Participate cooperatively with the appropriate administrators to develop methods by which the teacher will be evaluated in conformance with district guidelines.
17. Select, requisition, and maintain required inventory records of books and instructional materials.
18. Supervise pupils in and out of classroom activities during the assigned working day.
19. Strive to maintain and improve professional competence by participating in planning and implementing inservice education activities, taking college courses, developing special projects, etc.
20. Attend staff meetings and, as possible, serve on staff committees and participate in the sponsorship of pupil activities.
21. Maintain a professional awareness of current literature related to assignment, including working knowledge of state and federal law , Board policy and administrative regulations.
22. Plan and supervise purposeful assignments for teacher aide(s) and volunteer(s).
23. Perform other duties consistent with the position assigned as may be requested by the supervisor.

**TERMS OF EMPLOYMENT:** Work schedule to be established. (See Board approved scheduling)  
Salary as established by the Board of Education.