

## Instructional Technology Resource Teacher

Reports to: Supervisor of Personnel and Middle Schools  
Information Management Systems and Technology Coordinator

FLSA Status: Exempt

### SUMMARY:

The Instructional Technology Resource Teacher provide support to principals and teacher leaders to integrate instructional technology into all curricula. Provides professional development and guidance for teachers to enhance their knowledge of emerging technologies.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works with classroom teachers to develop specific strategies for integrating technology into instruction;
- Provides on-site and on demand assistance for fellow teachers to create different forms of learning and teaching with the help of technologies;
- Improve student learning by showing teachers the thoughtful applications and best practices of these new tools;
- Provides support as need for installation of new computers, including training;
- Model the utilization of technology tools and resources;
- Collaborate directly with teachers;
- Conducts workshops for instructional staff on uses of technology;
- Train teachers to use technology in an effective manner;
- Provides guidance in making decisions regarding software purchases;
- Provides classroom instruction for students when needed;
- Serves on division committees;
- Complies with and supports school and division regulations and policies;
- Assumes responsibilities outside the classroom as they relate to school or division;
- Models non-discriminatory practices in all activities;
- Performs other task as assigned.

### KNOWLEDGE, SKILLS AND ABILITIES:

Skill in integrating technology with curriculum

Skill in working with others in a leadership position

Knowledge of curriculum, instructional strategies and the SOL

Ability to work and communication with others

Attributes of an ITRT are interpersonal skills including the habit, attitudes, manners, appearance and behaviors we use while working with people that affect how well we get along.

EDUCATION AND/OR EXPERIENCE:

Baccalaureate degree from an accredited four-year college or university is required. Experience as a K-12 classroom teacher. Meet all requirements to be a certified teacher in the Commonwealth of Virginia. Possess a valid driver's license.

PHYSICAL DEMANDS:

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 regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Regular contact with staff members, administration, and parents is required. Occasional contact with children in the classroom setting may be required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.