

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: K-12 Instructional Technology

EXEMPT: Yes No

SALARY LEVEL: Per Negotiated Contract

LOCATION: Menominee Elementary School

REPORTS TO: Assistant Superintendent

LENGTH OF WORK: 185 days

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned.

1. Consult with teachers to do the following:
 - align the technology curriculum with state standards at each grade level
 - map technology curriculum at each grade level
 - devise uses of technology as a learning tool
 - devise use of technology as a teaching tool
 - create grade level and subject-specific lesson plans that will incorporate technology
2. Research new technology for learning and instructional needs
3. Analyze technology skills needed for a particular subject and grade level
4. Create manuals and assist in the implementation of technology for various grade levels and subject areas
5. Collaborate with media center directors and the technology director to:
 - research new educational software
 - remain in contact with software/textbook publishing companies for updates and suggested usage
 - request trial copies for experimentation
 - experiment with software to analyze its usefulness in the corporation
6. Collaborate with technology director and principals on:
 - technology plans
 - school lab setup (wired and wireless)
 - needed hardware and software
7. Collaborate with the assistant superintendent and principals to plan:
 - induction for new staff
 - corporation technology classes
 - in-service training
 - individual training prior to incorporation of technology in a lesson plan
 - guest teach the students in classroom applying the technology for a lesson
 - web site administration at teach school
 - video production at all schools

8. Other duties as assigned

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Four-year college or university program certificate.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents or employees of the school organization.

MATHEMATICAL SKILL:

Ability to work with and apply mathematical concepts appropriate for grade level content required.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATION:

Certification by the State of Indiana in teaching area(s).

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 talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and taste or smell.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen; pencil; pointer; slate; projection equipment; public address system; tape recorder; blackboard; chalk; charts; diagrams; examinations; manuals; maps; publications; reference books; textbooks; computers.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

185 days. Salary is determined by identifying experience and degree in the salary schedule.

EVALUATION:

Evaluation is described in the staff evaluation document.

Revised 3/7/06