



Pickens County Board of Education

Job Descriptions

Instructional Technologist

<u>Retirement:</u>	Teacher Retirement System of Georgia
<u>Terms of Employment:</u>	190 Days
<u>Reports To:</u>	Principal
<u>Qualifications:</u>	Bachelor's Degree Valid Georgia Teaching Certificate
<u>Special Knowledge and Skills:</u>	Knowledge of computer hardware and software applications Ability to develop and deliver technology training to adult and student learners Knowledge of curriculum and technology used in instructional setting Strong organizational, communication, and interpersonal skills
<u>Evaluation:</u>	Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

Responsibilities:

Training

- Provide campus level staff development on technology issues including use of computer hardware and software applications (maintenance, general troubleshooting, previewing, evaluating, and selecting software).
- Design individual instructional modules, instructional materials, and training aides.
- Share effective technical and instructional strategies with teachers for the effective use of technology in the classroom.
- Provide instruction to all users that is focused on their level of expertise/interest.

- Increase baseline knowledge of faculty with regards to software that is generally available to all.

Support

- Provides onsite assistance to staff in selection of technology resources and solutions.
- Serves as a source of information on trends, research, applications, and effective practices related to technology use in the school program.
- Provides technical assistance and advice to building level users of technology.
- Helps teachers develop curriculum materials and specific lesson plans to utilize technology.
- Serves as the school contact for solving hardware and software problems through School Dude.
- Assist department chairs and campus committees with planning of technology training, implementation of technology plans, and selection of technology equipment and software.

Other

- Attends meetings and staff development functions as necessary to develop skills.
- Assist in budgeting and monitoring campus technology expenditures.
- Work cooperatively with district technology department.
- Perform other duties as assigned.