

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Building Instructional Technology Lead
Reports To: Building Principal

SUMMARY

To promote and coordinate the effectiveness of the instructional technology program of the building.

QUALIFICATIONS/REQUIREMENTS

The Building Instructional Technology Lead shall preferably hold an appropriate Missouri teacher's certificate and shall have sufficient interpersonal and technology skills to coordinate the professional efforts of co-workers within the school.

ESSENTIAL JOB DUTIES

Technology

- Provides instructional support for technology integration in the classroom.
- Coordination and articulation of instructional technology within the various subject areas and departments in the school building.
- Provides basic incident response support to school faculty and staff.
- Assists in developing, implementing, and evaluating new ideas, methods and techniques related to instructional technology.
- Participates in all district Building Instructional Technology Lead meetings.
- Participates in planning and implementation of instructional technology with district's instructional technology team to best meet teacher and student needs.

Leadership

- Serves as instructional technology leader and model for other teachers within the school.
- Keeps the principal and faculty/staff informed and advised on district and school technology plans and progress.
- Prepares and shares at faculty meetings at least one time per month.
- Conducts routine orientation and guidance for new staff members in the building.
- Helps building technician supervise the disseminating, inventorying and utilization of technology equipment and materials for the school.

OTHER DUTIES AND RESPONSIBILITIES

Performs other appropriate duties as assigned by the Building Principal.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current pay plan and District Policy.

EVALUATION

Performance at this position will be evaluated annually in accordance with the provisions of the District's Policy on evaluation of extra-duty staff.