

**GENERAL DEFINITION OF WORK:**

Provides training and support for teachers in the utilization of technology tools and resources; does related work as required. Work is performed under general supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Provides support to teachers and staff in the use of technology tools and resources.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides direct support to the classroom teacher by coaching/modeling the utilization of technology tools and resources to support instruction in the classroom.
- Promotes and supports the implementation of division wide instructional technology projects, programs and policies.
- Designs and implements appropriate staff development and training at the school and division level to support 21st century teaching and learning.
- Collaborates with school and district administrators in planning for the infusion of 21st century skill building into classroom curriculum.
- Plans, coordinates and assists in the development of a rich library of integrated lessons and support materials for teachers.
- Serves as a subject matter expert in new technologies by researching, examining and recommending new technologies; stays informed of technology trends in education.
- Provides Level 1 technology support to teachers.
- Acts as lead in the planning, development and implementation of a school-based instructional technology plan.
- Communicates with parents and the community on school related technology goals.
- Does related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of curriculum, instructional strategies and Standards of Learning; a minimum of three years of teaching experience in a K-12 classroom; proficient user of computers, applications and related technologies; ability to communicate effectively, both orally and in writing.

**EDUCATION AND EXPERIENCE:**

A Bachelor's Degree from an accredited College or University is required; must possess or be eligible for a Virginia Teaching License.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.