SOUTH SIOUX CITY COMMUNITY SCHOOLS

INSTRUCTIONAL TECHNOLOGY LEADER

Reports to:	**Director of Technology**
Classification:	**Non-Certified**
FLSA Status:	**Exempt**
Terms of Employment:	**Days according to school calendar as approved by Board Policy**
Evaluation:	**Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy**
Compensation:	**Reviewed and established annually by the Board of Education**

JOB SUMMARY
- Track all movements in enrollment, registrations, transfers and withdrawals.
- Run daily and weekly reports showing all movement by grade, building and district.
- Work with administrators, teachers and secretarial/support staff to make sure technology is used in classroom instruction.
- Support the lunch system and staff as needed.

PERFORMANCE RESPONSIBILITIES
- QOMO (interactive wireless tablet).
- Document cameras.
- SharePoint (collaboration and content management).
- Blogs and Wikis.
- Virtual Field Trips using the video conference equipment like the PolyCom and/or Skype.
- Learning Management System.
- PowerPoint/multi-media; help staff create interactive material and presentations.
- Audio/Video; help setup equipment and help staff create and/or use to supplement instruction.
- Student Response System (SRS) is a tool used to promote active leaning in the classroom (clickers).
- Work with systems like PowerSchool, School Accounting-System (SAS) and Connect Ed to make sure staff demographic and position information is correct for the NSSRS upload.
- Other duties as assigned.

EDUCATION AND/OR EXPERIENCE
- Bachelor's degree in computer science or related field
- Non-certified position; Nebraska Administrative and Supervisory Certificate are not required.

REQUIRED KNOWLEDGE AND SKILLS
- Knowledge of planning, authoring, implementation, and evaluation of instructional technology products and materials.
- Knowledge of PowerSchool, Excel, Word and SharePoint.
- Ability to communicate on different levels is required as you will be expected to liaise with parents, teachers, and secretarial staff and keep administration regularly informed on enrollment.
- Ability to collaborate with school and district facilitators regarding use and development of technology integration training resources.
- Requires the ability to speak and/or signal people to convey or exchange information.
- Database experience and excellent record keeping skills.
- Positive communication skills.
- Listening skills.
- Organizational and time management skills.
- Flexibility.
- Conferencing skills.
- Synthesizing and distribution of information.
- Strong Project Management skills.

- Regular , dependable attendance on the job; the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities and to perform the identified work activities, and the ability to perform the following identified physical requirements:

Physical Requirements Instructional Technology Leader E = Essential NE = Non-Essential	Item is not a requirement of the job NE	Occasional — up to 33% of time NE	Occasional/Essential — up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
Stamina					
1. Sitting				X	
2. Walking				X	
3. Standing			X		
4. Sprinting/Running	X				
Flexibility					
5. Bending or twisting at the neck more than the average person			X		
6. Bending or twisting at the trunk more than the average person			X		
7. Squatting/Stooping/Kneeling			X		
8. Reaching above the head		X			
9. Reaching forward			X		
10. Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
Activities					
11. Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12. Hand/grip strength		X			
13. Driving on the job		X			
14. Typing non-stop		X			
Use of Arms and Hands					
15. Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16. Finger dexterity (typing or putting a nut on a bolt)			X		
Lifting Requirements					
17. Lifting up to 10 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead		X			
18. Lifting 11 to 25 pounds (Mark all that apply)					
Floor to waist			X		
Waist to shoulder			X		
Shoulder to overhead	X				
19. Lifting 26 to 50 pounds (Mark all that apply)					
Floor to waist		X			
Waist to shoulder		X			
Shoulder to overhead	X				
20. Lifting 51 to 75 pounds (Mark all that apply)					
Floor to waist	X				
Waist to shoulder	X				
Shoulder to overhead	X				
21. Lifting 76 plus pounds (Mark all that apply)					
Floor to waist	X				

Waist to shoulder	X				
Shoulder to overhead	X				
22. Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling					
23. 25 to 50 pounds			X		
24. 51 to 75 pounds			X		
25. 76 to 90 pounds	X				
26. Over 90 pounds	X				
Carrying					
27. 10 to 25 pounds			X		
28. 26 to 50 pounds		X			
29. 51 to 75 pounds	X				
30. 76 to 90 pounds	X				
31. Over 90 pounds	X				