

# **SOUTH SIOUX CITY COMMUNITY SCHOOLS**

## **INSTRUCTIONAL TECHNOLOGY LEADER**

|                             |   |
|-----------------------------|---|
| <b>Reports to:</b>          | <b>Technology Coordinator</b>   |
| <b>Classification:</b>      | <b>Non-Certified</b>  |
| <b>FLSA Status:</b>         | <b>Exempt</b>   |
| <b>Terms of Employment:</b> | <b>12 month according to Board Policy</b>   |
| <b>Policy Evaluation:</b>   | <b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b> |
| <b>Compensation:</b>        | <b>Reviewed and established annually by the Board of Education</b>  |

### **JOB SUMMARY**

- Provides oversight and support for staff through the implementation of District technology initiatives.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to staff for the purpose of providing information and/or advice regarding active or planned projects.
- Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **PERFORMANCE RESPONSIBILITIES**

- Works with administrators, teachers and secretarial/support staff to make sure technology is used in classroom instruction. This may include facilitation of the following types of technology based instructional platform or devices:
  - Chromebooks,
  - Google Docs,
  - Blogs and Wikis.
  - Virtual Field Trips using the video conference equipment like the PolyCom and/or Skype,
  - Learning Management System,
  - BlendEd/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),
- Model technology/resources in the classroom to help teachers develop and integrate effective instructional practices,
- Provide staff with information on various forms of available professional development/technology related resources.

### **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, Google Docs., etc.
- Ability to communicate on different levels is required in serving as a liaison with parents, teachers, and secretarial staff. 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.
- Possession of a valid Nebraska Motor Vehicle Operator’s License
- 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:

| <b>Physical Requirements</b><br><b>Instructional Technology Leader</b><br><br>E = Essential<br>NE = Non-Essential |  | <b>E</b> Item is not a requirement of the job<br><b>N</b> | <b>E</b> Occasional – up to 33% of time<br><b>N</b> | <b>E</b> Occasional/Essential – up to 33% of time, absolutely essential to the job<br><b>E</b> | <b>E</b> Frequent – between 34% - 66%<br><b>E</b> | <b>E</b> Continuous – over 66% of time<br><b>E</b> |
|---|--|---|---|--|---|--|
| <b>Stamina</b>  |  |   |   |  |   |  |
|   | 1. Sitting   |   |   |  | X   |  |
|   | 2. Walking   |   |   |  | X   |  |
|   | 3. Standing  |   |   | X  |   |  |
|   | 4. Sprinting/Running   | X   |   |  |   |  |
| <b>Flexibility</b>  |  |   |   |  |   |  |
|   | 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   |  |   |  |
| <b>Activities</b>   |  |   |   |  |   |  |
|   | 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   |  |   |  |
| <b>Use of Arms and Hands</b>  |  |   |   |  |   |  |
|   | 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  |   |  |
| <b>Lifting Requirements</b>   |  |   |   |  |   |  |
|   | 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 |   |   |  |  |
| <b>Pushing/Pulling</b>  |   |   |   |  |  |
| 23. 25 to 50 pounds   |   |   | X |  |  |
| 24. 51 to 75 pounds   |   |   | X |  |  |
| 25. 76 to 90 pounds   | X |   |   |  |  |
| 26. Over 90 pounds  | X |   |   |  |  |
| <b>Carrying</b>   |   |   |   |  |  |
| 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 |   |   |  |  |