



Park Hill School District

POSITION DESCRIPTION

POSITION TITLE: Instructional Technology Coordinator

FLSA: Exempt

REPORTS TO: Assistant Superintendent Academic Services

QUALIFICATIONS:

- Current Missouri teaching certificate
- Masters degree or above preferred
- Excellent written and verbal communication skills
- Proven organization, leadership & management skills
- positive interpersonal relationship skills,

WORK CALENDAR:

As designated by Board policy, the teachers' work calendar & salary schedule. There will be 10 days extended to the teachers' work calendar plus 12.6% of the base salary schedule.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

1. Trains and supports teachers, media specialists, technology specialists, and instructional coaches in effective instructional technology techniques.
2. Trains and supports teachers in classroom teaching methodologies aligned with the National Education Technology Standards (NETS) that engages student learning through the integration of technology.
3. Trains and supports teachers in the implementation of the NETS for students.
4. Assists teachers and curriculum committees in the identification, evaluation, and use of appropriate instructional software
5. Participates in school and district technology planning and evaluation.
6. Provides model lessons for teachers, which facilitate the integration of technology into the instructional program.

Instructional Technology Coordinator (continued)

7. Assists the Director of Professional Development in the design and implementation of staff development opportunities, which integrate technology into the curricula.
8. Provide support and professional development to teachers of online learning courses and support the development of future online course offerings.