

## MARION COUNTY JOB DESCRIPTION

Position Title: Technology Instructional Assistant Department: Districtwide Reports To: Superintendent or his/her designee Approved By: Marion County Board of Education	Date: July 2015
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**SUMMARY:** Assist and support teachers in the integration of technology to improve instruction.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

1. Work with teachers, technology committees, and district personnel to plan and implement a long-term vision for technology.
2. Collaborate with teachers in composing effective technology-infused, content-based lessons, and support teacher as they implement the lessons.
3. Recommend instructional software, websites, and other technological resources.
4. Conduct and/or coordinate technology professional development for school staff.
5. Provide individual, small group and large group assistance in using technology.
6. Support the use of technology in classrooms, computer labs, and across school and district networks.
7. Collaborate with school personnel and district personnel to solve instructional and technical problems for the school.
8. Serve as a member or resource to school technology committees.
9. Maintain required records.
10. Assist with district and school websites as needed.
11. Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school graduate or equivalent; one to three years experience in computer related work preferred.

**OTHER SKILLS and ABILITIES:** Ability to operate a computer and related software. Ability to communicate cleanly and concisely, both orally and in writing and the ability to interact positively with school staff and community. Ability to handle a multitude of responsibilities with minimal supervision. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to read and understand the district and school acceptable use policy and stay within their confines.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**TECHNOLOGY SKILLS:** Ability to use technology to support instruction; access and manipulate data; enhance professional growth and productivity; communicate and collaborate with colleges, parents, and the community; and conduct research/solve problems. Proficiency in technology skills must be demonstrated based on the performance criteria set out in the KDE teacher standards for technology.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee occasionally will stand or walk. The employee is occasionally required to reach with hands and arms and will frequently repeat the same hand, arm or finger motion such as when typing. Employee will frequently interact with the public and other staff members. Specific vision abilities required by this job include close vision. The employee may occasionally lift up to 25 pounds such as boxes of paper.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

*File Name: Technology Instructional Assistant*