

## North Kingstown School Department

### FUNCTIONAL JOB DESCRIPTION

<b>Job Title:</b>	Technology Lead Teacher
<b>Department:</b>	School
<b>Reports to:</b>	Principal, Director of Technology, and/or Denise Mancieri
<b>Supervises:</b>	n/a

**Description of job:**

Increase technology and computer science (CS) capacity by providing training, integration, and support for technology initiatives in the North Kingstown School Department at the building level.

**ESSENTIAL FUNCTIONS:**

1. Serve as a resource person for technological support in the school and work collaboratively with the technology instructional coach.
2. Will learn and use software packages used most extensively in the district to support instruction, communication, and collaboration.
3. Will learn and implement CS standards and support teachers in how to incorporate them into their weekly practices.
4. Facilitate technology and CS training in the school during faculty meetings, PD days, etc. by demonstrating technological hardware, CS standards, and software available.
5. Meet with the building principal, staff, library media specialist, and the technology instructional coach to assess technology needs in the school and monitor progress toward achieving technology goals.
6. Participate in any district technology and CS training, especially any “train the trainer” workshops.
7. Attend monthly Tech Lead Teacher meetings and district technology meetings (held approximately every six weeks).
8. Perform other duties as assigned.

A stipend of \$1500 is grant-funded through Title II for one teacher in each building.

<b>Protective Personal Equipment:</b>	n/a
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<b>Classification:</b>	<b>Sedentary:</b>	<b>Light:</b>	<b>Medium:</b>	<b>Heavy:</b>	<b>Very Heavy:</b>
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**Classification Key:**

*Sedentary – Exerting up to 10 lbs. of force occasionally; the negligible amount of force frequently to lift, carry, push/pull or otherwise move objects;*

*Light – Exerting up to 20 lbs. of force occasionally and/or 10 pounds of force frequently or negligible amounts of force constantly to move objects;*

*Medium – Exerting 20 lbs. – 50 lbs. of force occasionally; 10 lbs. – 20 lbs. frequent; and/or greater than negligible up to 10 lbs. of force constantly to move objects;*

*Heavy – Exerting 50 lbs. – 100 lbs. of force occasionally; in excess of 50 lbs. frequently; 10 lbs. – 20 lbs. of force constantly to move objects;*

*Very Heavy – Exerting in excess of 100 lbs. of force occasionally; and/or in excess of 50 lbs. of force frequently; in excess of 20 lbs. of force constantly to move objects.*

<b>Driving Requirements:</b>	None: X	Manual:	Automatic:
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#### Work Environment

<b>Floor Surface:</b>	Tile or carpet
<b>Inside:</b>	100%
<b>Outside:</b>	

## North Kingstown School Department

<b>Lighting:</b>	Incandescent or Fluorescent
<b>Vibration:</b>	n/a

### PHYSICAL DEMANDS

<b>LIFTING</b>						
Maximum weight lifted: up to 20 pounds occasionally						
WEIGHT	Never	Occasionally	Frequently	Constant	Heights	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		x				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

<b>CARRYING</b>						
Maximum weight carried: up to 20 lbs.						
WEIGHT	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
35 – 50 lbs.	X					

<b>PUSHING/PULLING</b>						
Maximum push/pull: up to 20 lbs.						
WEIGHT or FORCE	Never	Occasionally	Frequently	Constant	Distances	Description of object
0 – 10 lbs.		X				
10 – 20 lbs.		X				
20 – 35 lbs.	X					
100 + lbs.	X					

ACTIVITY	Never	Occasionally	Frequently	Constant	Comments
Sitting			X		
Standing			X		
Walking		X			
Bending		X			
Twisting		X			
Crawling	X				
Kneeling		X			
Squatting		X			
Climbing		X			
Reaching – Vertical		X			
Reaching – Horizontal			X		
Grasping		X			
Pinching		X			
Manual Dexterity		X			

## North Kingstown School Department

Fine Dexterity		X			
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**FREQUENCY KEY:** *Never (0%); Occasionally (0 – 33% of shift); Frequently (34-66% of shift); Constant (67 – 100% of shift)*

### Qualification Requirements:

To perform this job successfully, an individual must be able to perform each of the above noted essential duties competently. 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:

Minimum Bachelor Degree

### License/Certificate/Certification:

RI Teacher Certification required.

### Technological and/or Technical Skills:

Proficiency in digital tools and computer science standards in order to deliver instruction, gauge student learning, increase engagement, support collaboration, and foster independent practice.

### Communication Skills:

Ability to communicate effectively in individual and group situations.

### Planning Skills:

Ability to effectively plan, develop and deliver presentations, collaborate with all building staff, and analyze technology needs for the building.

### Interpersonal and Problem Solving skills:

Ability to interface with staff in a collaborative manner. Ability to effectively address issues utilizing a personable problem-solving approach.

### Terms of Employment:

Position re-posted yearly.

### Evaluation:

Informal evaluation by the building principal and/or the Director of Technology.

**Date: 5/2019**