Hyde County Schools
INSTRUCTIONAL TECHNOLOGY - School Lead

This individual provides training and support to the staff on technology integration, and assists in the implementation of the building-level technology plans.

DUTIES AND RESPONSIBILITIES
- Models the integration of technology in all curriculum areas
- Facilitates school participation in technology programs and activities
- Assist with digital device roll out, collection of all required user agreements, and opt out forms
- Conducts staff development in the areas of technology integration
- Follows a plan for professional development and actively seeks out opportunities to grow professionally
- Works with the principal and school leadership team to provide access to technology resources
- Works with school and district staff in the selection of resources that are compatible with the district goals and school technology infrastructure
- Works in coordination with District Technology Facilitator
- Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources
- Attend related DPI meetings as needed (or views recorded meetings)
- Performs other related work as required

KNOWLEDGE, SKILLS AND ABILITIES
- Knowledge of computer hardware and common software applications
- Knowledge of copyright as well as other laws and guidelines pertaining to technology
- Knowledge of software copying rights of the school system
- Ability to install and set up software packages that meet the needs of users
- Ability to systematically determine the source of computer problems and take appropriate action
- Ability to train users on the use of equipment and various programs
- Ability to develop clear, effective instructions for users

REPORTS TO: School Principal

Approved by the Hyde County Board of Education on September 7, 2021