ITLE:  **Instructional Technology Coordinator**

QUALIFICATIONS:

1. Holds a valid Kentucky Teaching Certificate
2. Minimum of three years increasingly responsible experience working with a variety of instructional technology applications/tools
3. Experience in developing and conducting training programs
4. Ability to work independently with little direction
5. Ability to effectively communicate using interpersonal skills such as tact, patience, and courtesy

REPORT TO: Director of Technology

JOB GOAL: Provide resource assistance to District personnel in the use of instructional technology

PERFORMANCE RESPONSIBILITIES:

1. Develop training ~~and technology~~ materials and provide professional development related to instructional technology
2. Provide on-site assistance with the instructional integration of technology.
3. Coordinate and maintain automation of instructional technology account creation and access
4. Coordinate and maintain support for Student Information System tasks such as data extracts and student progress reports
5. Maintain current knowledge of technology~~ical advances in the field~~ and instructional practices that relate to the use of technology
6. ~~Coordinates with Technology Resource Teachers to assist~~ Assist district and school staff with the integration of instructional technology
7. Assist with ~~pre-~~purchases ~~instructional technology preview and demonstration~~ of digital tools/resources
8. Work with School Technology Coordinators, Instructional Coaches, and Technology Committees to plan and implement immediate goals and long-term visions for technology tool use
9. Serves as an advisor for STLP Coordinators
10. Collects data to help schools evaluate how well the goals and objectives of instructional technology have been met.
11. Perform other related duties as assigned by supervisor

TERMS OF EMPLOYMENT:

* Salary12 Months
* Board approved 7-16-98, Revised 9-11-08, Revised 11-15-2019