



Job Title: Educational Technology Trainer **Wage/Hour Status:** Exempt/195 Days
Reports To: Instructional Technology Director **Pay Grade:**
Dept. /School: Technology Development **Date Revised:** May 26, 2011

Primary Purpose:

Provide training and support to facilitate the effective integration of technology into the teaching/learning process.

Qualifications:

Education/Certification:

Valid Texas teacher's certificate
Bachelor's Degree/Master's Degree preferred
Master Technology Teacher Certification preferred or obtain within 18 months of initial employment

Special Knowledge/Skills:

Excellent organizational, interpersonal, and communication (verbal/written) skills
Demonstrated knowledge of K-12 curriculum, instructional technology, integration & management strategies, and current technologies and resources
Demonstrated knowledge of effective design and presentation strategies for adult learners

Experience:

At least three (3) years exceptional performance as a classroom teacher
Experience using effective instructional strategies to deliver technology enhanced lessons
Experience using variety of technologies to improve teaching and learning
Experience developing and delivering technology applications training to adult learners preferred

Major Responsibilities and Duties:

Instructional Management:

1. Provide sustained, in-depth professional development for district staff which focuses on the integration of technology and curriculum.
2. Assist in planning and support to ensure the effective use of technology in teaching/learning.
3. Make continuous improvements in key processes, techniques, and procedures related to the instructional technology program.
4. Demonstrate on a regular basis the use of technology in the classroom to improve teaching and learning.
5. Continually search for, evaluate, and implement use of new instructional

Ability to:

6. Promote positive attitude among district and community members regarding technology use and trends.
7. Establish cooperative working relationships with persons contacted in the course of performing assigned duties.
8. Foster increased comfort level and self-confidence in staff when using technology for teaching/learning.
9. Interpret technical documentation into lay person's terms.
10. Demonstrate positive, productive customer service focus
11. Interpret policy, procedures and data
12. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district wide travel; occasional prolonged and irregular hours.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.