

Policy GFAEN: Job Description: School Technology Leader

Status: DRAFT

Original Adopted Date: 12/11/2023 | **Last Reviewed Date:** 12/11/2023

The primary purpose of the School Technology Leader is to assist the faculty in integrating appropriate and innovative technologies to support, enhance, and extend student learning in a manner that contributes to a high student academic performance in Jackson County School District from a school level.

ESSENTIAL FUNCTIONS:

- Identify Technology Professional Development needs at the school and work with EdTech Specialist to develop training
- Identify and meet with key personnel at the school that can help assist with technology
- Hold monthly trainings for identified technology PD needs at the school
- Help information technology department by promoting changes or new initiatives
- Periodically meets with the EdTech department to plan/train on new technology
- Maintain school website and media outlets

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree
- Hold at least a valid class "A" MS Educator License
- Three Years Teaching Experience
- Demonstrated ability to lead teachers in the implementation of research based effective programs to successfully meet all state curriculum requirements
- Knowledge, experience, and successful implementation of educational technology in a classroom setting

SPECIAL QUALIFICATIONS:

Advanced Technology and Instructional skills are required to perform the essential functions of this position.

LANGUAGE AND REASONING SKILLS:

Ability to understand written or oral instructions: read, analyze and interpret complex documents, instruction manuals, policies and procedures is essential. Excellent communication skills are required. Strong interpersonal skills are essential to maintain effective working relationships with others. The ability to work effectively and efficiently, under stressful conditions, to ensure deadlines are met is essential.

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. This position is required to sit and stand for moderate periods of time and the ability to see and hear.

WORKING ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position typically works in a well-lit, climate controlled, and adequately ventilated office environment and requires observance of safe work practices, fire regulations, and avoidance of falls, trips, and similar office work hazards. The stress level for this position is moderate and the noise level for this position is low to moderate normally.

TERMS OF EMPLOYMENT:

This is a supplemental position. Please see the list below.

- One Employee
 - East Central Lower Elementary
 - East Central Upper Elementary
 - East Central Middle
 - East Central High
 - St. Martin East Elementary
 - St. Martin North Elementary
 - St. Martin Upper Elementary
 - Vancleave Lower Elementary
 - Vancleave Upper Elementary
 - Vancleave Middle
 - Vancleave High
 - Two Employees splitting the duties (\$1,000 for Primary one person; \$500 for Secondary one person)
 - St. Martin Middle
 - St. Martin High

EVALUATION:

Evaluation of this position will be performed by the EdTech Specialist and Administrative Technology Supervisor with input from the building level principal. Criteria of success will include: surveys, formal training plans, delivered training.

Pay Scale:

GGBB – Salary Scale Supplement Scale
