



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Instructional Technology Tech II
Payroll/Personnel Type:	12 Month
Job #:	356
Reports to:	Director, Technology Support
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$75,000

Position Summary:

The Instructional Technology Tech II collaborates with school administrators to integrate technology into the curriculum, enhancing the learning experience for students. This role involves conducting training sessions, assisting in curriculum development, and ensuring the effective use of educational technology. Reports to the Director of Technology Services.

Essential Functions:

- Collaborates with school administrators to assess, create, and implement technology integration based on school plans.
- Design and deliver professional development workshops to increase staff proficiency in technology.
- Support teachers in creating technology-enriched lesson plans and curriculum materials.
- Facilitates the selection, installation, and start-up of all educational technology systems and equipment.
- Work with educators to define instructional objectives and devise long-term technology strategies to achieve them.
- Model and teach demonstration lessons, transitioning class instruction to teachers' post-demonstration.
- Collect and analyze technology usage effectiveness data, offering feedback for improvement.
- Train staff in current technologies to meet pedagogical goals can be during the day or after school/work hours.
- Stay informed on emerging technology trends and instructional methods.
- Aid in the planning and execution of technology-focused professional development initiatives.
- Evaluate and communicate the technological needs of assigned schools to relevant committees.
- Provide expertise in Apple, Microsoft Office Suite, Promethean, Smart, and other educational software.
- Contribute to the development of district-wide technology programs that empower student learning.
- Research and share best practices for technology integration in educational settings.
- Write or edit and create videos for procedural steps for software and application use.
- Other duties as assigned



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Knowledge, Skills, and Abilities:

- Technical proficiency in troubleshooting and training on IT issues.
- Strong interpersonal and customer service skills.
- Analytical and problem-solving abilities.
- Time management and organizational skills.
- Adaptability and willingness to learn new technologies.
- Attention to detail and accuracy in documenting support activities.
- Collaboration and teamwork skills to work effectively with other IT staff and departments.
- Patience and empathy when dealing with users experiencing technical difficulties.
- Proven experience training teachers and staff and leading professional development.
- Excellent communication skills, both verbal and written, with the ability to effectively communicate and train technical information to non-technical users.
- Customer-focused mindset with a passion for providing high-quality customer service and support.
- Problem-solving skills with the ability to work independently or as part of a team.
- Familiarity with Promethean, Smart, Microsoft Suite, Apple, and other technology.

Experience:

- Five years of K-12 teaching or educational technology training experience
- Proven experience training teachers and staff and leading professional development
- Excellent communication skills, both verbal and written, with the ability to effectively communicate and train technical information to non-technical users
- Customer-focused mindset with a passion for providing high-quality customer service and support
- Problem-solving skills with the ability to work independently or as part of a team
- Familiarity with Promethean, Smart, Microsoft Suite, Apple and other technology

Education:

- Bachelor's degree in education, or educational technology, computer science, or a related field (or equivalent work experience)
- Teaching certification

Physical Requirements:

- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body.
- Must be physically able to operate a variety of equipment including computers, Smart Boards, Promethean Boards, Apple iPads, etc.
- Must have reliable transportation

Working Conditions and Environment:

- Routine office environment with minimal physical risk.

Disclaimer:



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The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____ Employee	_____ Date	_____ Immediate Supervisor	_____ Date
_____ Human Resources		_____ Date	

In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.