



JOB TITLE	DEPARTMENT	REPORTS TO
Curriculum Technology Support Specialist Grant Funded	Office of Teaching and Learning	Director of Curriculum

Position No: 63104	Length of Work Year: 12 Months
Salary Schedule: IN12	Date Approved: 12/12/17
FSLA: Exempt	Date Revised:

JOB GOAL
To maximize technology integration through curriculum resources within learning management systems for all stakeholders. Facilitate technology integration in classrooms by working with teachers to design quality curriculum and instruction.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Bachelor's degree or higher. 2. Valid Florida teaching certificate. 3. One year of successful teaching experience, three (3) years of successful teaching experience preferred. 4. Demonstrated ability to integrate technology into the educational process. 5. Advanced knowledge of Microsoft applications. 6. Strong instructional skills and a diversified knowledge of instructional technology. 7. Interpersonal and leadership skills for working effectively with teachers and administrators. 8. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. To create modules/courses designed to meet the instructional needs of the 21st century learner. 2. To create and design modules/courses in multiple content areas for use in grades K through 12. 3. To develop an LMS interface consistent across courses to create a system-wide format and facilitate the process for classroom personalization of courses. 4. To coordinate and conduct ongoing staff development for teachers focusing on technology as a tool, integration of technology across disciplines and computer assisted instruction. 5. To model best practices utilizing technology integration at the school. 6. To provide on-going support and one-on-one assistance as needed with technology integration and curriculum resources. 7. To participate in regularly scheduled articulation/training meetings offered at the district level. 8. To remain abreast of emerging technologies. 9. To facilitate learning communities through technology. 10. To work with the TIMS and/or other tool to assess the use of technology in classroom instruction. 11. To identify and analyze district technology needs 12. To research and develop strategies for increasing the proficiency of technology tools. 13. To assist with district wide coordination of educational technology. 14. Works collaboratively with technology and e-learning companies to provide support for a variety of instructional programs.

15. To assist with district wide coordination of technology curriculum.
16. To perform other responsibilities as assigned by the supervisor.
17. To perform assigned tasks in a timely and efficient manner.
18. To perform assigned tasks with a high standard of quality.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.