



***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Technology	Building: HME
Immediate Supervisor: Coordinator of Technology/Building Principal	Duration of position: School year
Salary Category: H	Expected # of participants:
Date of Last Program Review: March 2019	

Statement of purpose: *will be the same for all*

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}. The role of the building Technology Coach is to lead by example and increase the use and integration of technology in the Cleveland Heights-University Heights City School District through professional development, modeling, and support to staff at the building level.*

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Teaching Certificate or Licensure
- Computer/Technology Endorsement (preferred)
- Google Certification, Level 1 and/or Level 2 (preferred)

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Seek out, learn, and support research based, best practice instructional strategies through the use of technology;
- Develop a system of building-level support, and encourage colleagues to observe in your classroom as you integrate technology;
- Submit a monthly activity log;
- With the team of Technology Coaches, develop and implement building and district-wide professional development (PD) to support technological tools and standards;
- Lead technology integration sessions at district-wide PD opportunities;

- Communicate and collaborate with building principal(s) about technology needs and PD plans;
- Help communicate District goals, successes, and challenges regarding technology to all staff;
- Serve as a highly functioning member of the Technology Team in supporting initiatives and implementation of tools, as well as recommending new tools or ways for technology to make instruction more effective;
- Promote innovative strategies and highlight classroom technology practices through social media platforms, such as Twitter;
- Pilot new devices and/or tools being considered for implementation;
- Support the use of G Suite for Education and other cloud-based tools;
- Support other teachers with becoming Google Certified Educators;
- Provide ongoing support for teachers with online curricular and assessment tools, as well as digital literacy and digital citizenship lessons;
- Introduce new teachers to our District's technology tools and standards;
- Assist building principals, administrative assistants, and teachers with maintaining web pages and using other digital communication tools;
- Collaborate with building principals, media specialists/ancillaries, and teachers to plan and implement at least one annual technology event for the school, such as Hour of Code or Digital Learning Day;
- Work with media specialists/ancillaries to ensure that computer labs and carts are maintained and utilized;
- Assist teachers with submitting SchoolDude tickets and communicating with IT Technicians.

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Attend all monthly Technology Coach meetings
 - 1 hour after school per month
 - Meetings held beyond contractual hours with no additional compensation given above supplemental
- Utilize at least one planning period (40 minutes) per week to support other teachers
 - Visit other classrooms to co-teach, provide assistance, and/or give feedback regarding technology integration as requested
 - Meet with grade-level/content area TBTs to help design innovative instruction
- Dedicate at least one planning period (40 minutes) per month to meet with the Coordinator of Technology for a school-based visit

Other Duties and Responsibilities:

- Innovation in the use of technology to drive classroom instruction
- Ability to lead change and communicate well with other staff members
- Willingness to provide ongoing and job-embedded professional development for staff members
- Interest and eagerness in participating as a member of the CH-UH Technology Team

- Perform other duties as assigned by the Coordinator of Technology/Building Principal

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Computer/Technology Endorsement (preferred)
- Google Certification, Level 1 and/or Level 2 (preferred)
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.