

# Somewhere ISD Technology Department

Dirk D Dykstra, Director of Technology

**JOB TITLE:** District Technology Trainer    **WAGE/HOUR STATUS:** Exempt  
**REPORTS TO:** Director of Technology    **PAY GRADE:** Salary Scale (12mo)  
**DEPT./SCHOOL:** Technology Department    **DATE:** April 10, 2006

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**DAYS IN CONTRACT:** 226

## **PRIMARY PURPOSE:**

Facilitate the effective use of technology in the teaching/learning process.

## **QUALIFICATIONS:**

### **Education/Certifications:**

Bachelor's Degree

Teaching Certification

A+ Certification or willingness to acquire within one (1) year

### **Special Knowledge/Skills:**

Knowledge of technology curriculum and instruction

Knowledge of the design and presentation of staff development in all forms

Experience using technology to improve teaching and learning

Excellent communication and interpersonal skills

Effective interpersonal, organizational, and communication skills

### **Experience:**

Three years as an effective classroom teacher or equivalent

Three years integrating Technology into the classroom instruction

Experience in working with school computers and networks

Experience and success working with Technology committees

## **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist in planning, implementing, and evaluating curriculum to ensure that technology is used effectively to meet student needs

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2. Demonstrate on a regular basis the use of technology to improve teaching and learning for campus staff
3. Provide sustained, in-depth professional development that focuses on the integration of technology and curriculum
4. Encourage learning activities that take advantage of computer networking capabilities, e.g. using and creating Internet resources
5. Assist in orienting new staff
6. Develop and continually improve professional skills appropriate to job assignment and keep current with technology advancements
7. Assist in the setup and maintenance of computer systems and other technologies
8. Work with Technology Department as needed to assist in major technology installations in the District
9. Keep informed of and comply with state and district policies and regulations, as well as District procedures, concerning technology and its use
10. Keep proper records documenting daily work and all technology staff development activities
11. Keep current and expand the training section on District's web sites
12. Demonstrate behavior that is professional, ethical, and responsible
13. Organize office and work areas
14. Any additional duties as assigned

## WORKING CONDITIONS:

### **Mental Demands:**

Ability to communicate effectively (verbal and written); maintain emotional control under stress; handle multiple projects simultaneously

### **Physical Demands/Environmental Factors:**

Frequent district-wide and statewide travel (must have an automobile); occasional prolonged and irregular hours (45+ per week); standing; bending; and lifting heavy objects often required.

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

Approved by (supervisor): \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by (employee): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Human Resources): \_\_\_\_\_ Date: \_\_\_\_\_

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