



Technology Resource Teacher Job Description

The Technology Resource Teacher shall report directly to the Assistant Superintendent of the Park West School Division. Under the direction of the Assistant Superintendent the Technology Resource Teacher shall provide leadership and support to the Division in its use of technology, both at the school and administrative level, with primary responsibility for the Kindergarten to Grade 12 utilization and implementation of same.

Responsibilities:

1. Be responsible for over-all progress initiatives such as IMYM, MYTIP and Typing's Cool.
2. Provide a leadership role in the software acquisition process for K –12.
3. Provide leadership and planning for technology integrated curriculum based professional development.
4. Motivate classroom teachers to utilize technology in regular instructional processes.
5. Develop and administer surveys to evaluate the usage of technology in the division.
6. Develop technology outcomes for K – 12 which facilitate the concept/development of “technology portfolios” for students and staff, and develop and support professional development initiatives that support these outcomes.
7. Work closely with the Computer Technicians and teaching staff to insure that technology is “effectively” integrated into all academic and vocational programs.
8. In cooperation with the Assistant Superintendent share the following areas of responsibility:
 - a. The training and support of instructional staff in the use of technology for their professional and classroom use including workshops arrangement and presentations, telephone support, classroom visitations, walk in support and other means of support.
 - b. Participation in technology conferences both in the province and nationally to update awareness of current software and hardware. Such may include, but not be limited to, ManACE workshops, CECEMW meetings, SACE conferences and the like.



- c. Provide current information to the division's staff through such vehicles as newsletters, e-mail, web pages and the like.
- d. Develop a long-range plan for the use of present and emerging technology designed to improve the teaching/learning process.
- e. Assist in the development of budget for the purchase of technology hardware, software and materials, and the costs associated with the design and delivery of professional development to support the integration of technology into the curriculum.
- f. Recognize and promote the recognition of staff and students engaged in utilizing technology in innovative and beneficial ways.
- g. Promote and provide leadership for Web CT and other on-line learning initiatives.
- h. Remain current on new developments in information technology and assist the Division personnel with the adoption and implementation of appropriate programs.