

# Proposed

## FULTON COUNTY SCHOOLS JOB DESCRIPTION



**Job Title:** Media and Educational Technology Instructor

**SAP Job Number:** TBD

**Organization:** Academics, Learning & Teaching

**Work Schedule:** 190 Days

**Reports To:** Principal

**Comp. Schedule:** Teacher Salary Schedule

**FLSA Status:** Exempt

**Pay Scale Level:** N/A

### Position Summary

Serves as a school-based support in instructional technology and assists in creating an environment that is conducive to 21<sup>st</sup> century learners. Assists in providing development opportunities for teachers/staff pertaining to the effective use of digital resources and activities to enhance student achievement

### Essential Duties

- ◆ Creates a 21<sup>st</sup> century learning environment involving the use of computers, mobile technology and other devices for technology based learning
- ◆ Works with teachers as they develop and teach engaging, inquiry-based learning experiences that incorporate technology and include research-based best practices
- ◆ Supports the use of instructional technology to engage students and provide 24/7 access to digital information resources for the learning community
- ◆ Assesses, promotes and uses existing and emerging technologies to support teaching and learning and connect the school with the global learning community
- ◆ Supports the effective use of instructional technology, including digital communication and collaboration tools
- ◆ Maintains and manages digital and print resources and ensures materials are accurately cataloged and circulated
- ◆ Manages the fiscal budget and related resources effectively and makes purchases that adhere to established Fulton County Schools board policy
- ◆ Supports the use of online resources, databases and electronic books
- ◆ Selects materials for the school and its program which support the goals and curriculum of the school and ensures materials are accessible to students and teachers
- ◆ Provides instruction in the use of information, communication, and technology skills using print and non-print resources for whole classes, small groups, individual students, and teachers
- ◆ Instructs students on how to locate, access, and evaluate appropriate information in various formats
- ◆ Develops and maintains a collection of quality instructional materials and educational resources in all content areas that are relevant to and supportive of the school curriculum
- ◆ Collaborates with administrators, teachers, and other instructional staff to develop Common Core Georgia Performance Standards and Georgia Performance Standards curriculum and interdisciplinary instructional activities that integrate technology and to select digital resources that support these
- ◆ Provides support in facilitating professional learning sessions with school staff to effectively integrate technology and establishes professional learning experiences for the school community to increase knowledge of technology resources and instructional activities
- ◆ Selects, evaluates and facilitates the use of online resources
- ◆ Coaches teachers to assist with differentiating instruction using technology
- ◆ Performs other duties as assigned by the appropriate administrator

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**Minimum Qualifications**

**Education:** Master's Degree required; Master's Degree in Instructional Technology preferred  
**Certification/Licensure:** Must hold or be eligible for S-5 Media Specialist certification; Additional certification in Instructional Technology is a plus  
**Experience:** Minimum of 3 years of classroom experience and/or experience working in a media center environment or in instructional technology required  
**Knowledge/Skills/Abilities:**

- ◆ Ability to select and manage resources while supporting the instructional program
- ◆ Ability to use and integrate technology as needed in the performance of all duties and responsibilities
- ◆ Ability to develop, implement, and evaluate quality instruction and programs for students
- ◆ Knowledge of the curriculum, instructional methods, and goals of the school
- ◆ Ability to successfully manage multiple tasks, projects, and responsibilities
- ◆ Ability to apply critical thinking skills in rendering solutions to various issues
- ◆ Ability to manage financial and material resources effectively
- ◆ Proficient in the use of Word, Excel, PowerPoint
- ◆ Basic knowledge of educational software and web-based applications
- ◆ Excellent communication skills both written and verbal

**Working Conditions:**

- ◆ Normal office and/or classroom environment

**Physical Demands:**

- ◆ Routine physical activities associated with normal office and/or classroom environment

**Important Notes**

*This document provides descriptive information about the above Fulton County Schools position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content of and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Fulton County Schools reserves the right to make changes to this document as deemed necessary without providing advance written notice.*

**Reviewed By:** Judy Claybrook

**Date:** 5/11; 8/12; 8/13

**Approved By:** Department (Michelle Easley, Hoke Wilcox)

**Date:** 7/13

**Created/Revised:** 8/13/13