

**SHELBY COUNTY SCHOOLS
JOB DESCRIPTION**

CURRICULUM TECHNOLOGY TRAINER (CTT)

MINIMUM TRAINING AND QUALIFICATIONS:

- Bachelor's Degree
- Valid Tennessee Teaching License
- Minimum of three (3) years of successful classroom teaching experience
- Extensive use of technology in the classroom either as a 21st Century teacher or commensurate experience
- Experience with integrating technology in the classroom
- Experience with troubleshooting technical/user problems with technology
- Excellent oral and written communication skills
- Strong interpersonal skills and the ability to work well with others
- Such alternatives as the Superintendent may find appropriate and acceptable

JOB GOAL: To provide instructional and technical support to teachers for the effective integration of technology in the curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Works with other technology support personnel to promote the effective use of technology.
2. Provides on-going follow-up and support for technology integration.
3. Assists in the planning, preparation and conducting of professional development programs, workshops and other professional learning activities.
4. Assists in the installation and maintenance of operating systems and instructional software.
5. Assists teachers as needed or requested in the development of effective instructional and assessment techniques.
6. Works to develop communication among teachers so that they may share ideas and resources for using technology.
7. Assists in the evaluation of equipment and makes recommendations for repair when necessary.
8. Encourages the use of instructional technology to alter the way students learn and the way teachers teach.
9. Improves professional skills and knowledge, assumes educational leadership roles, and performs duties in a professional, honest, and responsible manner.
10. Performs other duties as assigned by the Executive Director of Technology or Technology Specialists.