



REGIS CATHOLIC SCHOOLS JOB DESCRIPTION

Elementary Technology Teacher/Technology Support Specialist

QUALIFICATIONS:

- Possession of, or eligibility for, a WI teacher.
- Exceptional skills in educational technology.
- Ability to support teachers with the use and integration of technology.
- Technical certifications and/or applicable work experience will be considered.
- Experience: 1-2 years of experience performing help desk functions.
- Ability to effectively collaborate with staff, parents, students, and other members of the school community.
- Ability to establish and maintain working relations with the school community.

REPORTS TO: Building Principal/IT Systems Administrator

Teaching responsibilities will be at Immaculate Conception Elementary School. Technology support will include Immaculate Conception Elementary School, St. James Elementary School, and St. Mary's Elementary School.

JOB GOALS:

- Provide comprehensive resources to students and teaching staff to facilitate the integration of effective, high quality technology resources in the K-5 classroom.
- Maintaining and monitoring end-user workstations and the enhancement of coworker productivity through the efficient use of technology.
- Provide support to elementary school staff on all company-supported applications.

RESPONSIBILITIES:

- Support the implementation of grade and age level appropriate applications of educational technology in the classroom to support, enhance and increase student learning.
- The technology teacher will provide instruction for basic technology skills to students in Kindergarten through Grade 5.
- Assist in providing ongoing professional development for teachers to support the use of technology for classroom instruction, at differentiated levels, to meet all students' needs.
- Evaluate and grade students' class work, assignments, projects, etc.
- Maintain and monitor student usage of computer lab equipment. Be aware of and monitor student internet usage.
- Investigates user problems and identifies their source; determines viable solutions; tests and implements solutions.
- Performs and/or assists with software and application installation and upgrades.
- Monitor and maintain network security, including host security, file permissions, and file system integrity.
- Troubleshoots networks, systems, and applications to identify and correct malfunctions and other operational difficulties.
- Develops and conducts various training and instruction for system; assists users in maximizing use of networks and computing systems.
- Maintains confidentiality regarding the information being processed, stored or accessed by the end-users on the network.
- Assists personnel of other departments as a computer resource.
- Provides computer orientation to new and existing company staff.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

The employee may occasionally be required to stand, walk, or stoop. The employee must occasionally lift and/or move up to 50 lbs.

Employee

Date

IT System Administrator

Date

President

Date