

Site-Based Technology Turn-Key Trainers Extra Service Position Description

These positions are being requested to facilitate the integration and support of computer technology into instruction. Our goal is for teachers and students to understand how and be able to use computers as a natural part of instruction and research at every grade level. In order for this, computer expertise and professional development support must be available at each site.

Turn-key trainers would participate in technology training offered by BOCES, attend technology conferences, and work closely with District Technology Staff.

Title: Site-Based Technology Turn-Key Trainer

A. Implementation Date: November 1. Continuation of position through June 30

B. Estimated extra-service hours: five (5) hours per week for 30 weeks.

C. Release Time: Release from assignment to school duties and functions as determined by principal for duties as described below. Release from teaching for out-of-district conference days (as attendees and presenters).

D. Qualifications: Score of 25+ on Computer Skills Assessment (attached)

E. Description of Duties: Jointly supervised by Building Principal and Director of Technology to perform the following duties:

1. Administer Voluntary Computer Skills Assessment to faculty and staff to determine staff skill levels and capacities.
2. Develop computer troubleshooting skills through inservice, personal research, and work with Tech Central staff and computer teachers.
3. Work to increase staff technology awareness/knowledge through:
 - Presentations at grade level/faculty meetings
 - Informal discussions
 - Demonstration lessons
 - Written/electronic materials
 - Online lesson/project development
4. Plan and conduct parent information sessions about Internet and computer use in instruction.
5. Assist faculty in review and development of school website.
6. Be prepared to chair building level technology planning committee.