

**SCHOOL BASED LAB INSTRUCTOR**

**JOB SUMMARY**

To enhance teacher instruction and student learning through the use of technology in direct correlation to appropriate grade level curriculum.

**QUALIFICATIONS**

- All teachers shall be licensed in accordance with state law and the regulations of the Tennessee Department of Education. Such license shall be on file in the Director of School's Office prior to beginning employment
- It is the responsibility of the employee to secure a certificate and to maintain its validity. When a teacher's contract must be terminated because the teachers' certificate has lapsed or otherwise becomes invalid, the Director of School shall immediately suspend the teacher without pay pending disposition of the matter. The teacher shall be notified of the reason for the suspension and given an opportunity for a hearing before the Board
- Minimum of three years teaching experience with demonstration of technology implementation within the curriculum
- Minimum base knowledge of computer repair
- All teachers shall demonstrate competency based on the current job assignment and performance standards as outlined in the appropriate state model for local evaluation
- Pass the required physical examination, drug screen, and background check
- Such alternatives to the above qualifications as the Principal or Director of Schools may find appropriate and acceptable

**RESPONSIBILITIES/JOB DUTIES**

- Report to Principal
- Strive to meet the ISTE and State Level Technology Standards for each grade level within the school
- Collaboratively plan with each grade level representative to promote a seamless transition between appropriate grade level curriculum and technological skills
- Maintain daily use of hardware and software within the lab setting
- Maintain effective working equipment within the building
- Ensure a school-based website that serves as an effective communication tool for all members of the community
- Manage all school based computer programs
- Collaboratively plan with the technology expert within the building
- Collaboratively plan with the Instructional Technology Coordinator monthly
- Work collaboratively with system level technology personnel in supporting the maintenance of technology (troubleshooting) and innovation of technology
- Participate in appropriate and required staff development sessions at the school and/or system level
- Follow the appropriate complaint/grievance process: report concern to the principal first, next to the Complaint Officer for the system, the Director of Schools, and finally to the Board
- Dress neatly and appropriately, according to system staff dress code
- Provide thirty days notice of resignation so that an appropriate replacement may be found
- Perform other duties as assigned by the Principal or Director of Schools