

**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:** Instructional Technology Trainer  
**Reports to:** Administrator, Quality Assurance

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage. Experience in Curriculum development, developing training of materials, training, and integration of computer technology within classroom preferred. Three (3) years successful teaching experience. Such alternatives to the above requirements as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Provide technical assistance and training in technology; integrate technology with curriculum. Solve practical problems and interpret a variety of instructions. Effectively present information and respond to questions.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

(over)

**Job Goal:**

To analyze, install, support, and document instructional PC operating systems and instructional applications in an accurate and timely manner.

**Essential Duties and Responsibilities:**

1. Modifies existing computer programs and analyzes new programs for classroom teachers and other school personnel. Assists in the installation and operation of instructional and administrative computer programs.
2. Assists school personnel in troubleshooting problems with computer programs and advises on issues concerning repair and maintenance.
3. Codes, implements and tests computer programs.
4. Documents computer programs and procedures.
5. Assists with training and staff development for computer operators and users including instructional and non-instructional personnel and administrators.
6. Assists computer users to optimize computer applications and usage to enhance to curriculum as well as to effectively implement administrative programs.
7. Maintains knowledge of operating systems and computer languages.
8. Becomes familiar with new applications, operating systems, data bases, and computer languages.
9. Installs and maintains operating systems and application programs in the PC environment including knowledge in such areas as DOS, ProDOS, Macintosh, OS, Windows, WordPerfect, DBase III, Microsoft Works, etc.
10. Installs, maintains, and supports LANS (Local Area Networks), including System Integration (SI).
11. Installs, supports and maintains PC's and AS400's.
12. Implements Office Vision.
13. Assists with installation, support and maintenance of library automation applications such as MOLLI.
14. Assists with installation, support and maintenance of testing programs (i.e., Testmate, etc.).
15. Abides by all policies of the Okaloosa County School Board.
16. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Twelve month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.