

Maine Learning Technology Initiative (MLTI)/ eMINTS Regional Teacher/Mentor Job Description

Basic Functions and Responsibilities

Assist teachers in integrating technology in teaching and learning by providing high quality professional development to identified MLTI/eMINTS teachers-leaders and others educators in the assigned regions; coordinate implementation of program initiatives; provide guidance and expertise to assure successful implementation of the MLTI/eMINTS program within the region and the state.

Position Responsibilities

- Participate in the MLTI/eMINTS Professional Development for Educational Technology Specialists (PD4ETS) program by attending all sessions and successfully completing all required activities.
- Establish positive rapport with the MLTI/eMINTS participants; district contact persons and all-MLTI/eMINTS teacher-leaders in each district.
- Visit and observe each MLTI/eMINTS teacher a minimum of once every week for the first three months then two weeks during the two years the teacher-leader is in the program; inform the principal and teachers prior to visiting the site. Classroom visits for teachers who have completed the first two years of the program will be scheduled at the discretion of the supervisor.
- Be available to respond to questions of the MLTI/eMINTS teacher-leaders and other educators receiving MLTI/eMINTS professional development services by e-mail and telephone.
- Be an active participant of the MLTI/eMINTS discussion lists.
- Provide teachers-leaders with coaching and on-going support and input for pedagogical change to more student-centered, inquiry-based learning using multimedia technologies.
- Deliver the MLTI/eMINTS professional development experiences for teachers that insure a focus on student-centered, higher order thinking skills and collaborative instruction of Web Quests using materials developed and approved by the MLTI/eMINTS program.
- Submit a professional development schedule for official MLTI/eMINTS teachers to the MLTI/eMINTS program administration for approval and follow the schedule once approved.
- Assist in the evaluation of instructional staff development activities and instructional support delivered to the MLTI/eMINTS teachers to insure quality instruction is given and regular site visits occur.
- Serve as a communication conduit between MLTI/eMINTS teachers, the region and appropriate MLTI/eMINTS personnel.
- Provide front-line technology trouble-shooting to MLTI/eMINTS teachers, referring routine problems for resolution through the district's technology support process.
- Prepare and submit weekly updates and a monthly summary report to the Maine Department of Education and MLTI/eMINTS National Center. The reports should reflect progress, issues, concerns and suggestions for improvement.
- Participate in continued professional development experiences.

- Create ongoing professional development plan for leadership and technical skills and initiate and carry through development plans.

QUALIFICATIONS

Required:

A Bachelor's degree in education plus a minimum of five years of K-8 teaching experience. Current teaching certification. Knowledge of inquiry-based and cooperative learning methodologies. Strong interpersonal relationship skills. Strong written and verbal communication skills. Experience presenting professional development activities. Self-starter, self-motivated. Experience with multimedia instructional technologies (includes computer, printer, scanner, digital camera).

Preferred:

A Master's degree in Education plus 5 years K-8 teaching experience. Experience as a MLTI teacher-leader. Proficiency in integrating technology in multimedia instructional technologies (includes computer, printer, scanner, digital camera). Experience in presenting professional development to teachers.