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Dr. Donna Burge-Tetrick



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**Job Description**

**Position:** Technology Integration Support Specialist

**Classification:** Professional

**Reports to:** Technology Director/Federal Programs Director

**FLSA Status:** Exempt

**Evaluation:**

Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and Nicholas County Board of Education Policy GCNA.

**Job Summary:**

This individual provides training and support to the staff on technology integration, the new West Virginia Learning Skills and Technology Tools Content Standards and Objectives (*Policy 2520.14*), educator technology standards as reflected in *West Virginia Policy 5310 Performance Evaluation of School Personnel* and various statewide technology resources as well as county/school software applications. This individual also assists in the implementation of the county and school technology plans.

**Qualifications:**

- Valid teaching certificate licensing the individual to teach in the specializations and grade levels pursuant to WV Code §18A-3-2. Applicant must work with all grade levels.
- WV Technology Integration Specialist Credential or Temporary Authorization
- Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate
- Meet the qualifications outlined in WV Code §18A-3-2a
- Perform duties as described in the job description below.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgement in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in the practice of ethical principles and democratic values.

## **DUTIES AND RESPONSIBILITIES**

### **1. MAJOR FUNCTION:**

- Planning and Facilitating Teaching and Learning
- Leads in the school's use of instructional technology to enhance learning
- Models the integration of technology in all curriculum areas
- Assesses learning and information needs of students and staff
- Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology
- Plans and works collaboratively with teachers
- Facilitates school participation in technology programs and activities
- Conducts staff development in the areas of technology integration, the new West Virginia Learning Skills and Technology Tools Content Standards and Objectives (*Policy 2520.14*), educator technology standards as reflected in *West Virginia Policy 5310* Performance Evaluation of School Personnel and various statewide technology resources as well as county/school software applications
- Instructs students and staff in the effective use of ideas and information
- Incorporates information literacy into day-to-day instruction
- Follows a plan for professional development and actively seeks out opportunities to grow professionally Upgrades professional knowledge and skills on a continual basis

### **2. MAJOR FUNCTION:**

- Planning and Facilitating Information Access and Delivery
- Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards
- Works with the principal and school leadership team to provide access to technology resources and services at point of need
- Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure
- Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community
- Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children
- Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources

### **3. MAJOR FUNCTION:**

- Planning and Facilitating Program Administration

- Provides leadership and collaborates with the School Technology Team to develop, implement, and update a school instructional technology plan aligned with the county-level technology plan
- Collaborates with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals
- Plays a role in the school's budgetary process to ensure funding for the instructional technology program to support school-wide goals
- Leads in the ongoing evaluation of the effectiveness of the instructional technology program • Prepares and submits accurate reports as required
- Carries out non-instructional duties as assigned and/or as needed to ensure student safety

#### **4. KNOWLEDGE, SKILLS, AND ABILITIES:**

- Possesses effective communication and interpersonal skills
- Demonstrates ability to operate technology equipment and use standard software programs such as word processor, presentation software and spreadsheets
- Possesses organizational skills
- Exhibits classroom management skills
- Communicates effectively with all levels of technology users
- Follows all state and federal laws, and all NCBOE and WVDE policy.
- Performs other duties as assigned by the Building Principal, Program Director, or Superintendent.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 10 pounds** of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors. The noise level in the work environment is low to moderate (20-60 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

*Revised: June 2023*