

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION: TECHNOLOGY INTEGRATION SPECIALIST

GENERAL SUMMARY

The Technology Integration Specialist assists teachers to enhance learning through improved technology integrations. The Technology Integration Specialist collaborates with teachers (and Technology Teacher Leaders) in designing, modeling, and implementing lessons that incorporate technology to promote 21st century skills within students. The Technology Integration Specialist will work to support the school improvement efforts and build the technology instructional capacity of the principal and teachers. Reports to the Assistant Superintendent for Instruction.

ESSENTIAL FUNCTIONS

Collaborates with teachers to support their use of technology in delivery of curricula through a variety of instructional methods. In partnership, work toward integrating the use of hardware, software, and technology resources in support of student learning.

Co-teaches, plans, and partners with teachers to implement standards based lessons that integrate technology effectively, working collaboratively with teachers, the school media specialists and other instructional coaches or specialists.

Coordinates both leadership and teacher professional development to provide educators with the necessary skills and knowledge to help support the effective use of digital resources and technology

Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups.

Coordinates all activities surrounding the professional technological development of administrative staff members and faculty.

Serves as a positive liaison between teachers, administration, administrative staff, and the district's technology team.

Creates learning resources for staff. These may include websites, tutorials, interactive programs and databases that support teachers in integrating technology (develop guides and other support materials).

Provides practical application of current trends and methodologies in instructional technology, such as instructional design theories, TPACK, and SAMR.

Identifies trends in software, curriculum, and teaching strategies in all content areas.

Reviews and researches new developments in education by participating in local, state and national conferences and meetings and reviewing/researching professional literature.

Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.

Increases public awareness and understanding of district technology initiative by speaking to PTAs/PTOs and other civic organizations and assists in the preparation of related press releases.

Interacts and communicates effectively with parents, coworkers, administrators, committees, teachers, professional staff, government agencies, and others in the performance of job activities.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as required.

QUALIFICATIONS

Demonstrates an understanding of trends in the use of educational technology, especially for improving learning with a results-oriented and data-driven approach.

Demonstrates knowledge of the process and strategies used in implementing instructional technology plans.

Demonstrates knowledge of up to date computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments.

Demonstrates the ability to listen to others and remain receptive to new ideas.

Demonstrates sustained effort and enthusiasm in the quality and quantity of work.

Demonstrates the ability to effectively educate/mentor technology users.

Demonstrates the ability to establish and maintain positive, effective working relationships with staff, students, and the community.

Demonstrates effective time management, organizational skills, and prioritization of work to meet the needs of the users.

Demonstrates the ability to follow and communicate effectively, both orally and in writing.

Demonstrates the ability to quickly acquire new knowledge regarding technology.

Demonstrates initiative, flexibility, and the ability to work independently.

Demonstrates enthusiasm for the use of technology.

Demonstrates excellent human relations and interpersonal skills.

Demonstrates ability to design and deliver technology-enhanced instruction.

JOB SPECIFICATIONS

Education and Experience:

~~Possess or eligible for teacher certification.~~ Experience in education, instructional technology, and leadership. Expertise in wide variety of technologies. Experience in utilizing technology as a tool for authentic learning. Skills in staff development and facilitation. Knowledge of ISTE standards for teachers, administrators, and students. Strong personal interaction skills.

Knowledge:

Knowledgeable of all state and federal regulations and compliance requirements applicable to educational programs. Knowledge of the records, forms and reports which must be prepared and maintained. Has thorough and comprehensive knowledge of all aspects of technology. Knowledge of fiscal management practices. Knowledge of curriculum development. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to job functions.

Skills/Effort:

Ability to comprehend, interpret, and apply state, and federal regulations related to technology. Ability to organize and coordinate major curriculum initiatives and related programs. Ability to operate general office equipment in the performance of daily activities. Ability to effectively apply knowledge of technology programs and services. Ability to communicate effectively with students, parents, district staff, government agencies and all other groups involved in the activities of the job. Ability to identify effective strategies for technology. Ability to complete, process, and maintain any required records and reports.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring the movement/lifting of items weighing up to twenty-five pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines.

Responsibility:

Responsible for budget as assigned.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

_____ Date: _____
_____ Date: _____
_____ Date: _____