

Technology Integration Specialist Job Description

Qualifications:

1. West Virginia Teacher Certification
2. Technology Integration Specialist Endorsement
3. Proficient in word processing, spreadsheets, web-page development, electronic presentation, and electronic communication technologies.
4. Trained and experienced in providing staff development relating to technology integration.
5. Experience or demonstration of knowledge in correlating curriculum to integration of technology.
6. The ability to demonstrate effective teaching strategies.
7. Ability to communicate effectively and to work cooperatively with students, school personnel, and parents.
8. Proficient in use of set-up, management, and utilization of hardware and various software programs.
9. Self-directed and motivated.
10. Relevant specialized experience/training which will support computer-based formative and summative assessments, computer assisted instruction, and student data management.

Immediate Supervisor: Director of Secondary Schools

Duties and Responsibilities:

1. Model and support appropriate integration of technology in PK-12 classrooms.
2. Assist teachers in planning, presenting, and evaluating instructional activities that integrate technology.
3. Assist in the implementation of instructional technology and assessments.
4. Deliver professional development designed to meet identified needs in instructional technology.
5. Assist with the inventory of instructional technology devices.
6. Assess and support students' achievement and progress toward meeting established technology standards.
7. Install software programs and updates as directed by the Coordinator of Technology.
8. Assist with network/servers as directed by Coordinator of Technology.
9. Provide oversight of school improvement activities and state initiatives in technology.
10. Maintain and improve professional skills through participation in relevant staff development programs.
11. Maintain positive work habits.
12. Work cooperatively with school personnel.
13. Adhere to guidance from Technology Coordinators/Coaches
14. Perform other job related duties as assigned by the Director of Secondary Schools.