

**Position Title:**

**Technology Integration Specialist**

**Supervisor:**

**Superintendent**

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**Purpose:** To promote the use of technology to support student achievement, provide leadership, staff development and instructional support to all instructional staff and support and training for all district staff through technology.

**Duties:**

- Collaborates with instructional staff in composing effective technology-infused, content-based lessons, and supports staff as they implement the lessons in their classrooms.
- Promotes model instructional practices and the role of technology in them.
- Articulates appropriate instructional technology practices as described in technology standards for students, and teachers.
- 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. Collaborates in the evaluation, selection and implementation of instructional technology materials and software.
- Assists with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives and the Technology Standards for teachers and students.
- Works with curriculum staff to develop and implement technology enhanced curriculum integration projects.
- Provides leadership in developing and implementing district technology plans.
- Collaborates with School Administrators, Library Media Specialists, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives.
- Conducts research about advancements in technology tools and resources to inform decision-making.
- Manages the District web page and social media pages.
- Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.
- Performs other duties as assigned.

**Skills:**

- Active Learning - Understanding the implications of new information for both current and future problem-solving and decision-making.

- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Learning Strategies - Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Self-Reflection - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Communication - Communicating effectively as appropriate for the needs of the audience.

Job Description Approved: April 20, 2020