

MAPLE RUN UNIFIED SCHOOL DISTRICT

Job Description

Job Title: Technology Integration Specialist (Full Time)
Location: Bellows Free Academy
Job Group: Educator
Reports to: Director of Technology & Innovation/Principal

Position Summary: Under the direction of the building principal and district technology director, facilitates access to and utilization of information and technology resources for building personnel and others. The Technology Integration Specialist will serve as an educational leader and consultant to students, families, teachers, administrators, and other staff to develop and broaden skills, knowledge, and experience in the area of information technology.

Essential Duties and Responsibilities: (*Other duties may be assigned*)

1. Facilitates the use of the network by:
 - a. Researching hardware, software, and peripheral options for staff purchase and use; implementing upgrades, patches, and new applications; assisting teachers in locating and integrating technology resources into a standards-based curriculum.
 - b. Providing on-site multi-media production assistance to students and staff in support of curriculum and instruction, including but not limited to: the use of digital video cameras (capturing, editing and delivering), LCD projectors, SmartBoards, wireless tablets, television, DVD/VHS places, projectors, and/or audio systems.
 - c. Coordinating the purchase and configuration of hardware, software, network and professional development services to make effective use of technology.
 - d. Ensuring the periodic upkeep and integrity of published website information and possibly assisting others in publishing appropriate school district-related information.
 - e. Assisting, as needed, with general IT and help-desk support personnel; documenting, monitoring, and resolving problems in a timely manner; assisting with troubleshooting and providing end-user support for software and hardware problems; assisting with on-site technical services to support curriculum and instruction; ensuring long-term and timely resolution to problems.
 - f. Providing input on setting and maintaining security systems, controls, and levels of access.
2. Facilitates the use of databases, to include but not limited to:
 - a. Providing database management through such activities as: coordinating and implementing security measures to safeguard data, specifying users, and establishing user access level for each segment of the school's databases.
 - b. Consulting with and assisting school personnel to develop forms, reports, and other database information; developing and designing custom database forms and reports to meet specific organizational needs.
 - c. Assisting end users to identify and establish data content and values; designing and/or modifying existing databases where customizing, user-defined fields, and tabs are allowed. Responsible for testing results and modifying, as required.
 - d. Providing training, when requested and/or needed, in the use of various database programs.
3. Assists in providing professional development opportunities in technology by:
 - a. Providing individualized or co-facilitating technology trainings; modeling or co-teaching effective use and application of technology in the classroom.

- b. Developing training materials and procedures, as needed or requested, on how to use, maintain, and troubleshoot problems concerning common hardware, software, and telephony functions; providing instruction when needed.
 - c. Working with faculty, staff, and/or students to facilitate the use of technology in the curriculum; providing observations, assessment, and recommendations for enhancing classroom technology integration strategies.
 - d. Sharing knowledge of specific software application, technology resource, and/or audio-visual equipment with administrators, faculty, staff, and students.
4. Assists the Technology Department and Administration by:
- a. Assisting in the development of school-level information technology vision and plans; offering suggestions for improving the learning environment.
 - b. Participating in the development of policies, procedures, and resources in relation to the network.
 - c. Helping to create budget information for the purchase and maintenance of school technology; coordinating the bookkeeping of the approved information technology budget.
 - d. Researching and identifying current PC hardware/software trends for the school; providing budget and quote information to the director for maintenance and purchase of hardware, software, and telephone equipment.
 - e. Cross-training in other aspects of the department and providing backup assistance to administration, faculty, staff, and students.
5. Remains current on career-related subject matter by:
- a. Attending district, Supervisory Union, and external professional meetings and conferences related to information technology subject matter.
 - b. Researching emerging technology and integration of such (hardware, software, operating systems, and peripherals) and recommending enhancements and solutions.
 - c. Remaining current with software in use, including but not limited to: Winschool, SpedDoc, and Microsoft products.
 - d. Assisting with school-based technology plans and development.
6. Performs other duties as assigned.

Supervisory Responsibilities: The ability to work in a collaborative team environment is essential to the employee's successful job performance. Responsible for the overall direction, coordination, and evaluation of all contracted services.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's Degree in Computer Science, Educational Technology, Education, or equivalent preferred. Experience in instructional technology, teaching, or related field preferred.

Certificates, Licenses, Registrations: Preference will be given to candidates who have prior teaching experience, hold a Vermont teaching license, and/or an endorsement for an educational technology specialist.

Language Skills: Ability to read, analyze, and interpret information from professional journals, legal documents, testing and assessment data. Ability to respond to inquiries or complaints from students, parents,

coworkers, and community members. Ability to present information effectively to administrators, public groups, community, and School Board Directors.

Mathematical Skills: Ability to work with mathematical concepts, such as probability and statistical inference. Ability to apply concepts to practical situations, such as fractions, percentages, ratios, and proportions.

Reasoning Ability: Ability to define problems and solutions and to delegate appropriate responsibilities within the school staff.

Other Skills and Abilities: Demonstrates knowledge, competence, and skills in all aspects of current and emerging information technology, including telecommunications access, educational software, and hardware. Demonstrates technical competencies in building-based hardware and software. Demonstrates ability in organizational, human relations, oral and written communications skills. Ability to teach, demonstrate, and explain concepts in simple terms.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the District 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 sit, walk, stand, talk, and hear. Specific vision abilities required by this job include close vision and distance vision. The individual must meet deadlines and interact with others. Occasionally the position requires the employee to work irregular or extended hours, direct responsibilities of others, and to meet multiple demands from several sources.

Work Environment: The work environment characteristic described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

The work is performed in a typical school environment. The work is active with walking and standing with periods of sitting. Typical position requires workers to lift and carry up to 50 pounds; climb stairs, ladders or scaffolding; bend and crouch; reach, hold, grasp, and turn objects; use fingers to operate computer or typewriter keyboards; and feel the shape, size and temperate of objects. The work requires the ability to speak normally, to use normal and or aided vision and hearing, and to detect odors. The noise level of the work environment ranges from quiet to moderate. The work is performed primarily indoors.

Terms of Employment: Per Professional Staff Master Agreement

Evaluation: Per Professional Staff Master Agreement

Date Approved: 6/24/2020

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.