JOB DESCRIPTION

TITLE: TECHNOLOGY INTEGRATION SPECIALIST (Tech II)

QUALIFICATIONS:
1. College Degree Preferred
2. Teaching Experience
3. An understanding of key learning theories and methods of instruction and their relation to technology integration.
4. Familiarity with methods for integrating technology into curriculum such as WebQuests, online resources, digital portfolios and other forms of assessment.
5. Experience with effective technology teaching strategies in teaching software and hardware skills.
6. Technology skills in up-to-date computer software, including word processing, database, spreadsheets, web page development, presentations, digital video and audio editing, image processing, and graphics applications.

EXPERIENCE IN THE FOLLOWING PERFORMANCE RESPONSIBILITIES:

1. Plan the operations of the computer lab
   A. Schedule classes
   B. Establish rules and regulations
   C. Coordinate use of lab by students and teachers

2. Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods.

3. Work with teachers to integrate the use of hardware, software, and internet resources in support of student learning and assist teachers in meeting state and national standards for subject area and technology learning objectives.

4. Create learning resources for teachers, staff and students. These may include web sites, tutorials, interactive programs and databases that support teachers in integrating technology. Teachers will be guided and encouraged to develop their own resources, while the Technology Integration Specialist will support these efforts by providing support as needed.

5. Structure the technology education of teachers. The Technology Integration Specialist may not directly conduct all training, lab work or classes regarding computer use; he/she will coordinate instruction to meet technology proficiency goals. Additional instruction of parents or community members on technology skills may be required.
6. Consult on the technology budget for computer resources, including hardware, software, learning resources and training needs.

7. Recommend to the Director of Technology, purchases of hardware, software and related resources.

8. Identify trends in software, curriculum teaching strategies, and other educational areas.

9. Assess technological skill levels of students.


11. Follow and enforce the District Internet Policy in the lab.

12. Any other technology related tasks so assigned by the Director of Technology, building principal or superintendent.

REPORTS TO: Director of Technology
Building Principal
District Administrator

SUPERVISES: Students and Computer Lab

TERMS OF EMPLOYMENT: As per District Handbook