TECHNOLOGY INTEGRATION SPECIALIST
STANDARD POSITION DESCRIPTION

Classification: Certificated
Location: Technology Dept.

Reports to: Assistant Superintendent of Curriculum and Instruction and Director of Technology

Bargaining Unit: NTEA
FLSA Status: Exempt

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Technology Integration Specialist will assist teachers in elementary, middle, and high schools enhance learning through improved integration of technology. The primary focus of the position is to enrich and support teaching and learning while strengthening the technology skills of students, teachers, and staff. He or she will assist administrators and classroom teachers in the incorporation of technological hardware and software into the lesson plan. They will work also to support the school improvement efforts and build the technology instructional capacity of the principal and teachers. Extensive knowledge, experience, and successful implementation of instructional technology are required. Position will assist technology support services with other duties as assigned.

Part II: Supervision and Controls over the Work:

Works under the supervision of the Assistant Superintendent of Curriculum and Instruction and the administrator responsible for technology services. Independently resolves routine and less complex user problems. Coordinates with both technology staff and/or supervisor for resolving more complex issues. Work is evaluated based on overall success of assisting staff in integrating technology into instruction and resolving issues consistent with district and technology department policies, directives, and standard practices and procedures.

Part III: Major Duties and Responsibilities: Duties include but are not limited to:

1. Coordinate activities surrounding the professional development of administrative staff and faculty staff as it relates to the use of technology.
2. Use effective positive interpersonal communication skills.

3. Partner with learning technology staff and/or instructional coaches to model the use of instructional technology to enhance student learning.

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

5. Facilitate effective use of technology in the classroom and school environment. Provide direct support to staff through visitations, observation, coaching, and mentoring.

6. Create 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).

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

8. Create, maintain, and oversee integration of the technology planning in collaboration with a technology committee.

9. Act as a liaison and positive advocate between the districts technology department, principals, and teachers.

10. Review materials/equipment/programs/services and implementation strategies and provide reports as required.

11. Perform other tasks or services consistent with the duties defined in the position summary.

12. The teacher will establish a professional growth plan and annually review the plan and progress with the administrator.

13. Required to follow Board policies and stay abreast of updates and changes.

14. Performs other duties as assigned.
Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Successful completion of a teacher certification program at an accredited college or university, and valid Washington state certification(s) and/or endorsement(s).

3. Minimum of three years successful experience working in a teaching capacity and/or technical support.

4. Ability to relate technology concepts to non-technical users.

5. Ability to collect and analyze data from a variety of sources to evaluate and make recommendations.

6. Ability to demonstrate effective usage and integration of education technologies into instruction to groups of individuals both small and large.

7. Able to follow written and verbal direction and take the initiative when necessary. Ability to effectively communicate on technology issues with a high level of effectiveness in terms of customer comprehension and response; including the ability to work and communicate effectively with customers who may have a high level of frustration.

8. Able to organize work and set priorities for accomplishing work in a timely and effective manner.

9. Able to work collaboratively and effectively with other staff, employees, and supervisors.

10. Knowledge and skill in culturally responsive teaching and learning.

11. Evidence of continuous professional learning and a commitment to participate in professional growth opportunities and self reflection on professional practice.

Part V: Desired Qualifications:

1. Strong teaching and/or technical training experience.
2. Models and promotes the highest standard of conduct, ethics, and integrity in the use of the Internet and other print and electronic resources and instructs others in the ethical use of resources.

3. Familiarity with methods for integrating technology into the curricula such as Web Quests, Google platform, online resources, digital portfolios, and other forms of assessment.

4. Bilingual skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations 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, talk, move about, hear and speak.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.