

JOB TITLE: TECHNOLOGY INTEGRATION SPECIALIST (TIS)-DIGITAL COACH

REPORTS TO: Director of Technology/Network Administrator

SALARY SCHEDULE: CERTIFIED SALARY SCHEDULE, BASED ON RANK AND/OR EXPERIENCE

CLASS CODE: 7462

Scope of Responsibilities:

Provide training and support to teachers on technology and content integration. Assist teachers in the development of lessons that effectively utilize technology to enhance learning and make real-world connections. Oversee district technology initiatives that are implemented and work with students who may be interested in pursuing career opportunities in the technology field. Conduct basic troubleshooting on district owned and managed devices.

Performance Responsibilities:

1. Provide technical resource consulting to certified and classified personnel in the use of computers, computer applications, and related technology in one-on-one, small groups, large groups and virtual settings; conducts professional learning in the areas of technology integration.
2. Assist in development of Professional Development files and record.
3. Collaborates with the district staff to provide leadership in the school's use of instructional technology resources to enhance learning.
4. Maintain current knowledge of technological and instructional practices that relate to the use of instructional technology.
5. Implements best practices related to the use of technology in schools.
6. Works with the district and school leadership team to provide access to technology resources and works with teachers at the point of need.
7. Collaborate with instructional staff to develop instructional materials and specific lesson plans that integrate technology.
8. Assist schools in the customizing of template and design and macro creation for word processors, spreadsheets, databases, presentation and graphic programs for administrative, educational/academic use.
9. Demonstrates ability to model effective teaching practices.
10. Models the integration of technology in all content areas.
11. Facilitate school participation in technology programs and activities.
12. Works with School Technology Coordinators and Technology Committees to plan and implement a long-term vision for technology tool use.
13. Works with teacher and technology staff in the selection of resources that are compatible with the school technology infrastructure.
14. Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community.

15. Take a leadership role in district technology initiatives and serves on the District Technology Committee.
16. Collects data to evaluate how well the goals and objectives of instructional technology related grants and projects have been met.
17. Sustains a vision of technology use in view of KETS, program studies, core content, State and district standards.
18. Serves as an advisor for STLP Coordinators and utilizes STLP students as a resource to operate a future school-based Help Desk.
19. Advises teachers on the use of assistive/adaptive devices.
20. Assist with pre-purchase computer software preview and demonstration.
21. Actively seeks out professional learning opportunities and attends meetings, conferences, etc. at regional, and state levels.
22. Promotes family, business and community partnerships that support the academic success, career readiness and general well-being of all students.
23. Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.
24. Troubleshoots hardware and software problems and recommends repairs as needed.
25. Assists in the maintenance and inventory of all technology equipment.
26. Assists in the development and implementation of the district technology plan.
27. Leads in the ongoing evaluation of the effectiveness of the instructional technology program.
28. Work with the district and school Student Technology Leadership Program (STLP).
29. Complete the federal application for E-Rate reimbursement program for the district.
30. Prepares and submits accurate reports as required and in a timely fashion.
31. Perform other responsibilities consistent with the position as assigned by the Director of Technology/Network or superintendent.

Minimum Qualifications:

Bachelor's Degree and a certification issued by EPSB required. Minimum of three years of increasingly responsible experience working with a variety of computer software programs. Experience in developing and conducting training programs for staff in areas related to job to include but to be limited to technology and content integration, effective use of technology to enhance learning. Ability to implement, manage and monitor a student led Help Desk. Ability to do basic trouble-shooting on district owned and managed devices. Demonstrates proficiency in all performance criteria related to teach Standard X. Ability to work independently with little direction. Exhibit interpersonal skills using tact, patience, and courtesy.

Preferred Qualifications:

Masters

With area of focus in Technology Integration preferred

Physical Demands:

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment.