

PLEASANTS COUNTY SCHOOLS



JOB DESCRIPTION – TECHNOLOGY INTEGRATION SPECIALIST

Qualifications: Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy 5202 in Minimum Requirements for the Licensure of Professional Personnel and the qualification as outlined in West Virginia §18A-4-7a. Specifically, an endorsement as a Technology Integration Specialist.

Immediate Supervisor: Principal and/or Assistant Principal

FLSA Status: Exempt

Evaluation: Performance in this position will be evaluated by the building principal and in accordance with WV State Code §18A-2-12 and WV State Board Policy 5310

Term of Employment: School Level 220 Days / District Level 230 Days

Salary: Determined by the Pleasants County Board of Education

Expectations / Duties and Responsibilities:

This individual provides training and instructional/classroom support to the faculty on technology integration including; the 21st Century Learning Skills and Technology Tools Content Standards and Objectives (*Policy 2520.14*), educator technology standards as reflected in West Virginia *Policy 5310 Performance Evaluation of School Personnel* and various statewide technology resources as well as county/school instructional software applications. This individual also assists in the implementation of the county and school technology plans.

Planning and Facilitating Teaching and Learning

- Leads in the school's use of instructional technology to enhance learning.
- Models/co-teaches the integration of technology in all curriculum areas.
- Assesses learning and information needs of students and staff.
- Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology.
- Plans and works collaboratively with teachers.
- Facilitates school participation in technology programs and activities.
- Conducts professional learning in the areas of technology integration, the new West Virginia Learning Skills and Technology Tools Content Standards and Objectives (*Policy 2520.14*), educator technology standards as reflected in West Virginia *Policy 5310 Performance Evaluation of School Personnel* and various statewide technology resources as well as county/school software applications.
- Instructs students and staff in the effective use of ideas and information.
- Incorporates information literacy into day-to-day instruction.
- Follows a plan for professional development and actively seeks out opportunities to grow professionally.
- Upgrades professional knowledge and skills on a continual basis.

Planning and Facilitating Information Access and Delivery

- Implements best practices related to technology use in the school program based on research, pilot programs, and state/national standards.
- Works with the principal and school leadership team to provide access to technology resources and services at point of need.
- Works with teachers and technology staff in the selection of resources that are compatible with the school technology infrastructure.
- Assists with planning the design of the technology infrastructure so that information resources are continually available to the school community.
- Promotes family, business, and community partnerships that support the academic success, career readiness, and general well-being of all children.
- Adheres to and communicates copyright as well as other laws and guidelines pertaining to the distribution and ethical use of all resources.

Planning and Facilitating Program Administration

- Provides leadership and collaborates with the School Technology Team to develop, implement, and update a school instructional technology plan aligned with the county-level technology plan.
- Collaborates with teachers, media and technology staff, and students to evaluate and select resources addressing curricular needs and learning goals.
- Administers instructional software applications.
- Plays a role in the school's budgetary process to ensure funding for the instructional technology program to support school-wide goals.
- Leads in the ongoing evaluation of the effectiveness of the instructional technology program.
- Prepares and submits accurate reports as required.
- Carries out non-instructional duties as assigned and/or as needed to ensure student safety.

Knowledge, Skills and Abilities

- Possesses effective communication and interpersonal skills.
- Demonstrates ability to operate technology equipment and use standard software programs such as word processor, presentation software and spreadsheets.
- Possesses organizational skills.
- Exhibits classroom management skills.
- Communicates effectively with all levels of technology users.

PHYSICAL DEMANDS:

The physical demands described 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 reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions

include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.

Perform Other Job-Related Duties and Responsibilities as Assigned by the Principal and/or Assistant Principal

Amended: October 25, 2016