

SCHOOL DISTRICT OF LODI  
Technology Integrator

(A)3-9-20

TITLE: Technology Integrator  
REPORTS TO: Director of Instruction / District Administrator

POSITION SUMMARY

This position provides classroom teachers, administrators, and instructional staff with skills, strategies, tools and teaching techniques to increase the effective use of technology in the educational setting to transform the educational classroom environment through the use of technology to enhance and deliver content curriculum.

EDUCATION and/or EXPERIENCE

A bachelor's degree in education is required.  
Five (5) years of classroom teaching experience  
Demonstrated leadership in the area of curriculum delivery through technology integration.  
Google Certified Trainer or willingness to become certified

QUALIFICATIONS

1. Effective communicator with staff, students, administrators, parents and community
2. Display interpersonal skills that lead to collaborative working relationships with staff, students, administrators, parents and community.
3. Demonstrated knowledge of both technology integration strategies and instructional strategies that lead to increased student achievement.
4. Must possess outstanding organizational skills and the ability to [multitask](#).
5. Ability to facilitate the development, articulation, implementation and vision of integrated technology based classroom instruction.
6. Understand a variety of technologies including, but not limited to, Chromebooks, Apple products, PC computers, Smartboards, and Clevertouch displays.
7. Experience with the Google Administrator Console.

PERFORMANCE RESPONSIBILITIES

1. Work with curriculum teams/departments to select and implement appropriate technology tools to enhance content skills being taught through the classroom curriculum.
2. Assist technology director, staff and administration in the development of a professional development process that brings about the sharing of technology ideas, knowledge and available resources district wide.

3. Develop a process for co-teaching and modeling of technology use to enhance instruction and improve student learning.
4. Develop a process for feedback on the technology integration program to assist in the development of a yearly district professional development schedule.
5. Remain current in professional practice and development of information technology, technology integration, and educational research applicable to technology integration position.
6. Assist in the development of policies and procedures related to staff and student use of technology in the district.
7. Work with Technology/Computer Specialist to develop a district inventory of available technology equipment and a maintenance/repair process for each district building facility.
8. Prepare a year end summary of technology accomplishments, professional staff development activities, technology integration goal attainment and how technology integration has impacted student achievement to be shared with administration and the Board of Education.
9. Monitor student online activity with a student filter program. Make adjustments to the filter as necessary.
10. Create and monitor user policies within the Google Administrator Console.
11. Manage all Apple products in the district with a mobile device management system (MDM). This includes purchasing applications through our VPP account and managing an application budget.
12. Continue to improve current K-12 STEAM educational programs. Provide staff and student instruction, create curriculum, and manage the STEAM budget.

#### SCHEDULING, SUPERVISING, AND ORGANIZING TECHNOLOGY INTEGRATION ACROSS THE DISTRICT

13. Prepare an annual calendar of professional development activities related to technology use and curriculum integration for district teaching and support staff.
14. In collaboration with the Technology/Computer Specialist, Technology Committee and administration develop a yearly budget to address district technology hardware, software and professional development needs.
15. Coordinate with the Technology/Computer Specialist, guidance staff and administration the preparation of facility and technology needs related to required student assessments.

#### STUDENT ACADEMIC ACHIEVEMENT SUPERVISION AND RECOGNITION:

16. Provide equal opportunity for staff/students to access and use instructional technology.
17. Develop a rubric that measures the integration of technology skills and ISTE standards into the delivery of classroom curriculum.
18. Assist staff in developing formative, summative and common student assessments that measure the implementation of ISTE standards across the district.

19. Work with staff in the development of student learning objectives (SLO) that address the use, implementation and growth in the use of instructional technology.
20. Maintain confidentiality of staff, student and district assessment data.

ESSENTIAL JOB FUNCTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by District Administrator or Board of Education that are necessary or required to carry out responsibilities of Technology Integrator position.

TERMS OF EMPLOYMENT:            Salary and work year to be established by the Board of Education.