

**CERTIFIED PERSONNEL  
JOB DESCRIPTION**

- POSITION TITLE:** Technology Integration Specialist
- QUALIFICATIONS:** Hold a Bachelor's degree in education and holds a current Kentucky teaching certificate.  
Graduate Degree or other advanced education in Instructional and/or Assistive Technology preferred.  
At least three years of successful full-time experience educating teachers or other adults in the integration of technology for instruction and productivity using all of the following modes: modeling, one-on-one, small group, or large group preferred. A minimum of two years' experience delivering and integrating technology in instructional programs for Pre K-12 students.
- REPORTS TO:** Chief Information Officer
- JOB GOALS:** Under the direction of the CIO the position of Technology Integration Specialist promotes the use of technologies to support student achievement in the pre K-12 classroom. The TIS provides leadership, staff development, and instructional support to all instructional and administrative staff. In addition, the Technology Integration Specialist serves as liaison between school and district technology initiatives and school based implementation and support for administrators and teachers. The Technology Integration Specialist develops and offers district wide instructional technology education for teachers and administrative staff. He/she also assists in the development and implementation of curriculum and technology integration projects. The Technology Integration Specialist provides instructional staff with the essential support needed to complete technology-based instructional management and productivity functions. The Technology Integration Specialist collaborates with appropriate instructional and technical staff to support, manage, optimize the use of instructional software, and network resources to support quality teaching and learning. This skilled professional works independently and collaboratively with colleagues.
- GENERAL DUTIES:** Demonstrate knowledge of the Kentucky Program of studies and Core Content for Assessment and best practice instructional strategies.  
Demonstrate knowledge of the process and strategies used in implementing instructional technology plans.  
Demonstrate knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments.  
Demonstrate the ability to address criticism in an appropriate manner and develop constructive outcomes.  
Demonstrate sustained effort and enthusiasm in the quality and quantity of work.  
Demonstrate the ability to effectively educate/mentor technology users.  
Demonstrate the ability to establish and maintain positive, effective working relationships with staff, students, and the community.  
Demonstrate effective time management, organizational skills, and prioritization of work to meet the needs of the users.  
Demonstrate the ability to follow and communicate effectively, both orally and in writing.  
Demonstrate the ability to quickly acquire new knowledge regarding technology.  
Demonstrate initiative, flexibility, and the ability to work independently.  
Demonstrate enthusiasm for the use of technology.  
Demonstrate excellent human relations and interpersonal skills.

**SPECIFIC DUTIES:** Demonstrate ability to design and deliver technology-enhanced instruction. Collaborates with teachers in composing effective technology infused, content based lessons, and supports the teachers as they implement the lessons in their classrooms.

Promotes model instructional practices and the role of technology in them. Articulates appropriate instructional technology practices as described in technology standards for students and teachers.

Provides assistance and training to building instructional staff in the integration of technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups.

Collaborates in the evaluation, selection and implementation of instructional technology materials and software.

Assists with technology training as part of collaborative school district staff development initiatives and supports regional and statewide initiatives such as NCLB, and the Technology Standards for teachers and students.

Works with curriculum staff to develop and implement technology enhanced curriculum integration projects.

Provides leadership in developing and implementing technology plans and serves on the building technology committee(s).

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Collaborates with School Administrators, Library Media Specialists, and staff to ensure infrastructure and tools are available to carry out school and technology initiatives.

Conducts research about advancements in technology tools and resources to inform decision-making.

Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology.

Coordinates technology related grant projects, community outreach projects and fund raisers.

Participates in ongoing professional development related to job responsibilities and maintaining expertise in the field.

Participates in workshops and meetings required by the Department of Instructional Technology and Information Service.

Conducts staff development and supports community awareness initiatives.

Performs other duties as assigned.

**DAYS OF EMPLOYMENT:** 185 days (7 hours per day)

**SALARY:** Commensurate with Ashland Independent Schools Classified Salary Schedule

Updated: 3/28/2016