

Monticello Public Schools
ISD #882
JOB DESCRIPTION

**Position Title: Middle School
Technology Integrationist**

Department: Middle School

Exempt Status: Non-Exempt

Reports To: Building Principal

Date: March 9, 2017

Approval: Assistant Superintendent

JOB SUMMARY: Assists middle school students and staff to fully utilize available technology. This position assists in the building-wide recommendations providing input to administration regarding appropriate apps/software implementation. Oversees placement, inventory and management of technology. Provides support of building technology, electronic equipment, devices, software, and related systems at the direction of the principal. Supports the building academic mission and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

60% Program Facilitation

- A. Acts as a central participant in the school's ongoing 1:1 rollout, including coordinating/supervising the Magic Tech Team, chairing the 21st Century Committee, and managing Chromebook program.
- B. Assists in the formulation of technology plans for Monticello Middle School.
- C. Assists in troubleshooting hardware and software problems, performing minor technical repairs.
- D. Assists in maintaining the inventory of all hardware, software and electronic media.
- E. Plans for, implements, and maintains the school's digital communication.
- F. Serves as a consistent presence on campus in locations where technology is being integrated, especially during technology-integrated instruction and other technology-mediated activities.
- G. Manages and maintains audio and visual technology in auditorium setting.

38% Staff and Student Support

- A. Assists and supports faculty in developing a 1:1 classroom learning environment.
- B. Provides workshops and training for faculty in educational technology skills and applications.
- C. Assists faculty in classrooms with curriculum lessons requiring the use of technology.
- D. Assists faculty in developing units, projects, or other educational technology applications within their curriculum.
- E. Implements differentiated instructional techniques for both adult and adolescent learners.

2% Professional Development

- A. Attends in-services and workshops as appropriate.

Performs other duties as assigned or requested.

WORK REQUIREMENTS AND CHARACTERISTICS:

Education/Certification Requirement:

- Minimum of Associate's Degree or vocational training in computer science, information technology, management of information or related area preferred.
- Licensed Minnesota teaching degree preferred.

Experience:

- Minimum of 2 years of related experience preferred.
- Experience working with students in an educational setting preferred.
- Demonstrated teaching and leadership skills, written, and oral communication skills.
- Experience with technology, data management, systems integration, and information systems.
- Mobile device experience and knowledge of applications.
- Experience leading adult educators in a technological capacity.

Essential Skills Required to Perform the Work:

- Ability to constantly make decisions and act within the district and building policies, procedures, and guidelines.
- Ability to work independently.
- Knowledge of educational technology.
- Knowledge of auditorium audio and visual technology.
- Demonstrated knowledge and skills with various operating systems and application software.
- Strong written and verbal communication skills.
- Ability to follow written and verbal direction.
- Ability to maintain confidentiality.
- Ability to work with interruptions, multi-task, organize and prioritize work assignments.
- Ability to work collaboratively.
- Ability to provide courteous customer service relations.
- Ability to inter-relate with others and present a positive interaction with public, peers and administration in all communications.
- Possess troubleshooting ability.

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates Chromebooks, PC and Macintosh workstations; multi-function printers/copiers/scanners; wireless/handheld devices; projectors; sound fields and projection displays.
- Performs maintenance on equipment as necessary.
- Utilizes software tools: email; educational software; print management; backup software; inventory management; antivirus management; web services; software distribution tools; User management; security management; desktop management, student information systems, application software, internet browsers.

Supervision of Other Employees:

- This position does not provide supervision or work direction to other district employees.

Physical Job Requirements:

- Position includes sitting in the same position for extended periods of time and with continual computer keyboarding.

- Position involves moving about within the buildings and work area.
- Position lifts equipment or supplies typically not to exceed 50 pounds.

Mental Job Requirements:

- Position requires excellent communication skills, ability to analyze data to make decisions.
- Position involves multitasking and organizing and prioritizing work assignments while dealing with interruptions.
- Position manages multiple projects and deals with many deadlines.
- Position involves exploring options, advising, and selecting among solutions.

Working Conditions:

- Majority of work is performed in an office setting in a school building with little exposure to the outdoors.
- Position involves frequent exposure to printer inks and toner.

Job Outcomes:

- Projects a positive, cooperative and respectful attitude with students, parents, other employees and community members.
- Provides technical expertise, consult with, advise and collaborate with staff concerning issues, objectives, goals, and strategies for the integration of technology throughout the building.
- Provides expertise, technical support and guidance that will encourage staff to make full use of available educational technology.
- Supports academic mission, district goals and policies.

This description describes the general nature and work expected of an individual assigned to This position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.