

Lauderdale County Schools  
Florence, AL

Job Description

Position: Teacher-District Data & Technology Integration Specialist

**Department:** Instructional Operations

Reports To: Assistant Superintendent

**FLSA Status:** Exempt

**Contract Days:** 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

1. Certified Teacher
2. 5 years of successful experience as a classroom teacher
3. Wide range of experiences with instructional technology hardware & software
4. Experience presenting technology training/workshops
5. Able to fulfill the following job responsibilities

**Purpose of Job**

To facilitate and provide professional development in the district.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Facilitate professional development in technology utilization with Pre-K-12 teachers and administrators
- Provide professional development on how to integrate technology into Pre-K-12 classroom instruction
- Provide professional development on using technology for project based learning and differentiated instruction
- Facilitate professional development on computer based intervention programs for Tier II and Tier III and special education students/classes

- Provide professional development to teachers on all technology equipment available to Lauderdale County Schools
- Provide professional development on technology resources and assessments that go along with Pre-K-12 textbooks
- Provide professional development on online assessments and management of data
- Provide professional development on State mandated or State provided technology programs/tools as they become available
- Provide professional development to new teachers on technology management and communication programs utilized by the State and the System
- Provide support and coordinate the collection, input, auditing and reporting of system data in PowerSchool
- Conduct training of appropriate staff to ensure the System complies with state and local data management goals.
- Obtain and distribute information from the Alabama State Department of Education relative to all required data systems
- Act as the main point of contact between the Alabama State Department of Education (ALSDE) and PowerSchool relative to programming changes, additions, upgrades, and deadlines
- Prepare and distribute support, as needed
- Lead PowerSchool data management programs at the district level.
- Assist with student enrollment in PowerSchool
- Assist various departments in preparing state reports
- Act as a back-up for data network support
- Attend conferences to stay up-to-date in PowerSchool programs
- Attend trainings as directed by curriculum supervisors to keep up to date with current technologies
- Work closely with administrators to schedule trainings to optimize availability to all personnel at the school
- Communicate in an effective and professional manner with district/school personnel
- Performs such other tasks and assumes such other responsibilities as the Assistant Superintendent may assign.

### **Additional Job Functions**

Perform other duties as assigned.

### **Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

## Physical Demands

The physical demands described here 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 regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved Date to be determined, 2018 Board Meeting (#??)